



2023_12_11

**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 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. 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 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 3rd 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 3rd 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.

**CHAMBER OF THE BOARD OF CITY COMMISSIONERS
YANKTON, SOUTH DAKOTA
CITY COMMISSION WORK SESSION, 6:00 P.M.
November 27TH, 2023**

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

Roll Call: Present: Commissioners Benson, Brunick, Hunhoff, Johnson, Miner, Schramm and Villanueva. City Attorney Den Herder and City Manager Leon were also present. Quorum present.

Commissioner Webber arrived at 6:15 p.m.

There were no public appearances at this time.

City Manager Amy Leon gave a brief explanation of the current ordinance and referred the Commission and the audience to the work session memorandum. Police Chief Foote commented on some concerns and history dealing with various animals previously at large in our community. City Attorney Den Herder presented comments about the City's liability for care when and if animals are impounded. Citizen Wanda Fox presented the Commission with a handout urging the Commissioners to amend our current animal ordinance to allow pigmy goats and potbelly pigs. She explained her dealings with an acquaintance who owns a pigmy goat and also talked about some of her own research about their emotional support and certifications. After more Commission questions and discussions, direction was given to City Staff to clarify some community ordinances that allow some hoofed animals as service animals, or pets in particular, in cities like Aberdeen, Box Elder, Brookings and Mitchell and present this to the Commission. No official action was taken at this work session.

Action 23-309

Moved by Commissioner Johnson, seconded by Commissioner Miner, to adjourn at 6:57 p.m.

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

Motion adopted.

Stephanie Moser
Mayor

ATTEST: _____

Date

Page 2

Al Viereck
Finance Officer

Published on December 7, 2023

**CHAMBER OF THE BOARD OF CITY COMMISSIONERS
YANKTON, SOUTH DAKOTA
NOVEMBER 13TH, 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, Miner, Schramm, Villanueva, and Webber. City Attorney Den Herder and City Manager Leon were also present. Absent: none. Quorum present.

Action 23-310

Moved by Commissioner Johnson, seconded by Commissioner Villanueva, to approve Minutes of Regular Meeting of November 13th, 2023.

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

Motion adopted.

Action 23-311

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

A & B Business Equipment-Equipment Contract - \$1,957.31; A-Ox Welding Supply-Propane - \$138.00; BB&T Governmental Finance - Sales Tax Bond - \$191,582.61;Bbg Construction Law - Cmar Attorney Fees - \$9,904.90; Blackstrap Inc - Road Salt - \$13,618.45; Cedar Knox Public Power-Electric - \$1,211.15; Centurylink - Phone - \$1,163.66; CHS - Bulk Def - \$200.00; City Of Yankton - Solid Waste - \$75.19; Connecting Cultures - 2023 Translation Service - \$5,000.00; Den Herder Law Office - Legal Services - \$2,407.10; Dept Of Environment - Solid Waste Loan - \$63,173.59; Design Solutions & Integration - Service - Booster Station - \$761.25; Diamond Vogel-Road Paint - \$885.00; Ehresmann Engineering - Cutting Edge - \$1,443.72; Fejfar Plumbing-Generator Installation - \$1,198.99; Finance - Petty Cash - \$48.98; Fox Press - Supplies - Fire Prev Week - \$1,904.50; Gerstner Oil-Fuel - \$75,287.58; Growmark Fs-Corn For Ducks At Park - \$60.50; Hawkins Inc - Chemicals - \$11,781.17; Hdr Engineering - Wastewater Improvements - \$214,405.33; Inland Truck Parts-Parts - \$1,787.61; Kleins Tree Service - Mowing - Nuisance - \$200.00; Klj Engineering LLC - Engineering - Airport - \$19,688.28; Knife River-Road Sand - \$2,426.05; Koletzky Implement-Garage Parts - \$480.40; Mead Lumber - Fire Station Shelter - \$9,399.57; Michaels Fence-Repairs - Transfer Station - \$1,328.20; Midwest Alarm Company-Alarm Testing - \$404.85; Millenium Recycling - Single Stream Fee - \$2,214.45; Myers Tire-Parts - \$1,240.67; Office Of Weights & Measures - Annual Scale Inspection - \$103.00; Overhead Door Company - Door Repair - \$145.25; Posterick/Mark - Winterizing Pool - \$600.00; Press Dakota-Minutes - \$864.69; River District Counseling - New Hire Screen - \$350.00; Sanitation Products-Cylinder - \$9,449.24; Share Corp - Supplies - \$522.50; Shur - Co - Tarps - \$75.35; Sign Solutions - Traffic Signs - \$905.42; South Dakota State Treasurer - License Transfer - \$75.00; Tma - Tires - \$29,574.32; Transource - Accelerator Pedal - \$2,912.00; Truck Trailer Sales-Pump - \$10,060.08; Two Way Solutions-Radio Programming - \$4,080.94; Utility Equipment Company - Pump - \$306.19;

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

Motion adopted.

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

Lucas Johnson from Banner Engineering, gave a Bridge Inspection PowerPoint presentation of his inspection of the 23RD Street Bridge, Cedar Street Bridge and Locust Street Bridge.

Yankton County EMS Ambulance Administrator Eric Van Dusen was also present and give a brief update of the progress of the Yankton County Ambulance study that is currently underway.

Action 23-312

This was the time and place for the public hearing on the application for a Special Events Alcoholic Beverage License Application for a Special (on-sale) Malt Beverage Retailers License and a Special (on-sale) Wine Retailers License for 1 day, December 23, 2023, from The Center (Kriss Thury, Executive Director), 900 Whiting Drive, Yankton, South Dakota. (Memorandum 23-233)

No one was present to speak for or against the application.

Moved by Commissioner Johnson, seconded by Commissioner Webber, to approve the license.

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

Motion adopted.

Action 23-313

This was the time and place for the public hearing on the application for a transfer of location a Retail (on-off sale) Wine & Cider License for January 1, 2023 to December 31, 2023 from Morgen, LLC d/b/a South Point Gaming Lounge (Kirby Muilenburg, Owner), 1101 Broadway Ave., Suite 109, Yankton, South Dakota to 1101 Broadway Ave. Suite 109A, Yankton, South Dakota.

(Memorandum 23-227) No one was present to speak for or against the application.

Moved by Commissioner Miner, seconded by Commissioner Webber, to approve the license transfer.

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

Motion adopted.

Action 23-314

This was the time and the place for the public hearing on the applications for a New Retail (on-off sale) Malt Beverage and SD Farm Wine License for July 1, 2023 to June 30, 2024, from 6th Meridian, LLC d/b/a Farm House Food Co. (Ryan Heine, Member), 2503 Fox Run Parkway, Suite 1, Yankton, South Dakota. (Memorandum 23-234) No one was present to speak for or against the applications.

Moved by Commissioner Hunhoff, seconded by Commissioner Johnson, to approve the licenses transfer.

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

Motion adopted.

Action 23-315

This was the time and place for the public hearing on the application for a New Retail (on-off sale) Wine and Cider License for January 1, 2024 to December 31, 2024, from 6th Meridian, LLC d/b/a Farm House Food Co. (Ryan Heine, Member), 2503 Fox Run Parkway, Suite 1, Yankton, South Dakota. (Memorandum 23-235) No one was present to speak for or against the application.

Moved by Commissioner Brunick, seconded by Commissioner Webber, to approve the license.

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

Motion adopted.

Action 23-316

Moved by Commissioner Johnson, seconded by Commissioner Hunhoff to have City Attorney Den Herder update the ordinance and present it to commission for the second meeting in January and present it to the commission for possible action and consider the current applicant by the second meeting in February. (Memorandum 23-232)

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

Motion adopted.

Action 23-317

Commissioner Johnson introduced and Mayor Moser read the title of Ordinance No. 1076, An Ordinance Modifying The Limits On Video Lottery Establishments Within Yankton Jurisdictional City Limits, and set the date of the second reading and public hearing as December 11, 2023.

Action 23-318

Commissioner Webber introduced and Mayor Moser read the Title of Ordinance No. 1075 The Second Supplement to the 2023 Annual Appropriation Ordinance No.1064, and set the date of the second reading and public hearing as December 11, 2023.

Action 23-319

Moved by Commissioner Miner, seconded by Commissioner Johnson, to authorize the write off of \$10,550.25 as uncollectible per SDCL 9-22-4. (Memorandum 23-231)

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

Motion adopted.

Action 23-320

Moved by Commissioner Hunhoff, seconded by Commissioner Webber, to approve Resolution #23-69 (Memorandum #23-236)

RESOLUTION #23-69

WHEREAS, the City of Yankton and Yankton County have entered into an agreement for the provision of library services for residents living outside corporate limits of the city; and,

WHEREAS, the current agreement is slated to expire December 31, 2023; and,

WHEREAS, Yankton County has contracted with the City of Yankton for library services since 1993; and,

WHEREAS, more than 883 Yankton County residents are cardholders at the Yankton Community Library; and,

WHEREAS, the current agreement between the City and County contains a provision for extending this service until December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of City Commissioners of the City of Yankton, South Dakota that the Agreement for the Provision of Library Services between the City and Yankton County be extended for the term January 1, 2024 through December 31, 2024.

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

Action 23-321

Moved by Commissioner Miner, seconded by Commissioner Webber, approval of a video lottery license restriction agreement removing video lottery at Hanten, Inc. d/b/a Ben’s Brewing Company, and combined with request for video lottery endorsement on malt beverage license #RB-27600. (Memorandum 23-240)

Roll Call: All members present voting “Aye:” Benson, Brunick, Johnson, Miner, Schramm, Villanueva Webber and Mayor Moser, Voting “Nay:” Commissioner Hunhoff.
Motion adopted.

Action 23-322

Moved by Commissioner Johnson, seconded by the Hunhoff to deny the application. Applicant James Grotenhuis was present to request the commission to approve this application. After some commission discussion and comments from the applicant, Commissioner Schramm then moved to postpone until after the new Video Lottery ordinance is in effect. The motion was by seconded by Commissioner Brunick.

Roll Call: Members present voting “Aye:” Brunick and Schramm; voting “Nay:” Benson, Hunhoff, Johnson, Miner, Villanueva, Webber and Mayor Moser.
Motion failed.

After motion and seconded to postpone failed, the commission then voted on the motion to deny. (Memorandum 23-339)

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

Action 23-323

Move by Commissioner Villanueva, seconded by Commissioner Benson, to award the bid for two new steel transfer station walking floor trailers to Northern Truck & Equipment of Sioux Falls, South Dakota in the amount of \$223,212.00. (Memorandum 23-228)

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

Action 23-324

Move by Commissioner Johnson, seconded by Commissioner Villanueva, to approve the authorizing by the City Manager to execute the Agreement for Engineering Services for the replacement of structure number 68-121-204 on Cedar Street with Banner Associates, Inc. (Memorandum 23-221)

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

Action 23-325

Moved by Commissioner Villanueva, seconded by Commissioner Hunhoff, to accept the completed reconstruction on 5th Street reconstruction project and authorize the Finance Officer to issue a manual check to Masonry Components, Inc. in the amount of \$1000.00. (Memorandum 23-222).

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

Motion adopted.

Commissioner Hunhoff requested a future work session to discuss holidays. There was no concurrence from other commissioners.

Moved by Commissioner Villanueva, seconded by Commissioner Johnson, to adjourn into Executive Session at 9:15 p.m. to **contractual, litigation and personnel 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 and City Manager Leon. Absent: City Attorney Ross Den Herder
Quorum present.

Action 23-326

Moved by Commissioner Johnson, seconded by Commissioner Villanueva, to adjourn at 10:18 p.m.

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

Motion adopted.

Stephanie Moser
Mayor

ATTEST:

Al Viereck
Finance Officer

Published on December 7, 2023

Schedule of Bills

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
A-OX WELDING SUPPLY CO I PROPANE	79.42	GARAGE PARTS	801.801.249		294379	024216	P 570 00120
AIRPORT MGR'S ASSN., S.D MEMBERSHIP DUES	50.00	CONFERENCE & MEETINGS	101.127.265		2024	021329	P 570 00003
ALUM-LINE INC ALUM-LINE TRUCK BOX	17,955.00	EQUIPMENT	602.602.350		345321	230169	P 570 00010
AMERICAN FENCE COMPANY NORTH TOWER FENCE	5,806.00	REP. & MAINT. - PLANT	601.601.221		INSD00003241	230226	P 570 00009
ARGUS LEADER AUCTION NOTICE	37.75	PUBLISHING	101.104.211		6000323	023500	P 570 00011
ASSN OF CODE ENFORCEMENT MEMBERSHIP DUES	75.00	MEMBERSHIP DUES	101.106.261		2024	021331	P 570 00005
BENZEL/FRED MILEAGE FOR INTERVIEWER	222.70	CONFERENCE & MEETINGS	101.114.265		11.30.23	235612	P 570 00100
BLACKSTRAP INC ROAD SALT	1,629.31	SNOW & ICE CHEMICALS	101.123.241		144019	024134	P 570 00118
BOW CREEK METAL INC PANELS	775.50	GARAGE PARTS	801.801.249		34745	024197	P 570 00014
BUILDING OFFICIALS/SD MEMBERSHIP DUES	50.00	MEMBERSHIP DUES	101.122.261		2024	021328	P 570 00002
CENGAGE LEARNING INC/GAL BOOKS	31.99	BOOKS	101.142.340		82950434	024095	P 570 00015
CHS GREASE	217.20	GARAGE GASOLINE & LUBRIC	801.801.238		82969	080055	P 570 00121
CITY MANAGEMENT ASSN SD MEMBERSHIP DUES	150.00	MEMBERSHIP DUES	101.102.261		2024	021327	P 570 00001
CITY OF VERMILLION JT POWERS CHARGES	71,477.18	COST OF SERVICE PROVIDED	637.637.206		NOV 2023	003067	P 570 00116
CITY OF YANKTON-CENTRAL LANDFILL CHARGES	24.00	LANDFILL	801.801.276		16360	005523	P 570 00097
CITY OF YANKTON-PARKS LANDFILL CHARGES	106.60	LANDFILL	201.201.276		16253	003889	P 570 00019
CITY OF YANKTON-SOLID WA LANDFILL CHARGES	18,615.30	LANDFILL TIPPING FEE	631.631.219		16382	005524	P 570 00096

Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
CLUBHOUSE HOTEL & SUITES	CONFERENCE LODGING	107.84	CONFERENCE & MEETINGS	101.102.265		F205076	024008	P	570	00016
	CONFERENCE LODGING	107.84	CONFERENCE & MEETINGS	101.111.265		F205077	024008	P	570	00017
		215.68	*VENDOR TOTAL							
CREDIT COLLECTION SERVIC	UTILITY COLLECTION 10/23	8.00	PROFESSIONAL SERVICES	601.601.202			001858	P	570	00018
DEPT OF HEALTH	LAB TESTING	236.00	PROFESSIONAL SERVICES	601.601.202		10612818	230224	P	570	00020
	LAB TESTING	60.00	PROFESSIONAL SERVICES	203.203.202		10612818	230224	P	570	00021
		296.00	*VENDOR TOTAL							
FEJFAR PLUMBING INC	DRINKING FOUNTAIN	4,733.69	COMMON BLDG EQUIPMENT	506.571.350		58408	081037	P	570	00027
FERGUSON ENTERPRISES LLC	WATER METERS	285,000.00	METER TECHNOLOGY UPGRADE	602.602.351		456556	230206	P	570	00023
	WATER METERS	199,500.00	METER TECHNOLOGY UPGRADE	602.602.351		456556	230206	P	570	00024
	WATER METERS	13,000.00	METER TECHNOLOGY UPGRADE	602.602.351		461386	230206	P	570	00025
		497,500.00	*VENDOR TOTAL							
FLOOR TEC	CARPET CLEANING	625.00	PROFESSIONAL SERVICES	101.142.202		24797	023972	P	570	00026
GEOTEK ENG & TESTING SER	TESTING - ELM STREET	902.00	ELM ST, 20TH TO 21ST	506.572.372		65505	233022	P	570	00028
GERSTNER OIL CO	FUEL	25,150.64	GARAGE GASOLINE & LUBRIC	801.801.238		195710	024219	P	570	00134
GOVT. FINANCE OFFICER AS	MEMBERSHIP DUES	70.00	MEMBERSHIP DUES	101.104.261		2024	021332	P	570	00006
HANSON BRIGGS ADVERTISIN	CENTENNIAL MAGNETS	701.39	SPECIAL EVENTS - ACTIVIT	211.231.575		32594	022572	P	570	00033
	CENTENNIAL STICKERS	1,071.61	SPECIAL EVENTS - ACTIVIT	211.231.575		32598	022572	P	570	00032
		1,773.00	*VENDOR TOTAL							
HAWKINS INC	CHEMICALS	696.63	CHEMICALS & GASES	203.203.240		6620785	080988	P	570	00034
	CHEMICALS	14,325.24	CHEMICALS & GASES	601.601.240		6621121	230223	P	570	00031
	CHEMICALS	2,454.55	CHEMICALS & GASES	611.611.240		6636790	231027	P	570	00119
		17,476.42	*VENDOR TOTAL							
HDR ENGINEERING INC	WASTEWATER PLANT	53,778.75	2019 WW IMPROVEMENTS PHA	611.611.332		1200569018	021019	P	570	00029
	WASTEWATER PLANT	60,541.12	EDA PROJECT (GRANT)	611.611.323		1200569024	022828	P	570	00030
		114,319.87	*VENDOR TOTAL							

Schedule of Bills

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
HUMAN RESOURCE ASSN SD MEMBERSHIP DUES	50.00	MEMBERSHIP DUES	101.107.261		2024	021333	P	570	00007
J & H CARE & CLEANING CO JANITORIAL SERVICES	3,000.00	CONTRACTED SERVICES	203.203.204		03182158	081040	P	570	00038
JANITORIAL SERVICES	1,200.00	CONTRACTED SERVICES	101.142.204		3182157	023973	P	570	00040
	4,200.00	*VENDOR TOTAL							
JJ BENJI'S HATS	28.00	UNIFORMS	101.111.244		22106	231566	P	570	00041
SHIRTS	60.00	OFFICE SUPPLIES	101.104.232		22126	233501	P	570	00039
HATS	34.00	UNIFORMS	101.111.244		22133	231567	P	570	00037
	122.00	*VENDOR TOTAL							
JONES CONSTRUCTION/JOHN WASTEWATER CONSTRUCTION	934,053.59	2019 WW IMPROVEMENTS PHA	611.611.332		C-10-22	022804	P	570	00035
WASTEWATER CONSTRUCTION	298,553.54	2019 WW IMPROVEMENTS PHA	611.611.332		C-10-22	022804	P	570	00036
	1,232,607.13	*VENDOR TOTAL							
K-SCALE LLC REPAIRS	791.50	BUILDING REPAIR & MAINT.	637.637.223		27294	024201	P	570	00133
KEEP YANKTON BEAUTIFUL ADVERTISEMENT	100.00	PROMOTIONAL	201.201.210		202302	081041	P	570	00042
PROMOTION	100.00	SPECIAL EVENTS - ACTIVIT	211.231.575		202303	081042	P	570	00043
ADVERTISEMENT	100.00	ADVERTISING	202.202.211		202304	081043	P	570	00044
	300.00	*VENDOR TOTAL							
KIRCHNER/LESLIE STRAW BALES WESTSIDE PK	50.00	RECREATION SUPPLIES - O	201.201.242		11.9.2023	078825	P	570	00047
KLJ ENGINEERING LLC AIRPORT TAXIWAY	2,359.15	DESIGN/CONST NORTH TAXIW	502.511.390		10198741	024198	P	570	00045
AIRPORT TAXIWAY	13,108.05	DESIGN/CONST NORTH TAXIW	502.511.390		10198744	024199	P	570	00046
	15,467.20	*VENDOR TOTAL							
LARRY'S HEATING & COOLIN DIAGNOSTIC SERVICES	987.00	REP. & MAINT. - BUILDING	101.141.223		65209	024234	P	570	00048
MACQUEEN EMERGENCY FLOW TEST	2,045.00	REP. & MAINT. - EQUIPMEN	101.114.221		P22334	235607	P	570	00099
MASONRY COMPONENTS INC CONCRETE WESTSIDE PARK	22,985.00	DOWNTOWN ALLEYS	506.574.381		3192/93/94	233018	P	570	00051
MERKEL ELECTRIC FIRE PIT	162.17	REP. & MAINT. - BUILDING	201.201.223		10708	081039	P	570	00052
MID-AMERICAN RESEARCH CH TAR REMOVER	5,101.25	REP. & MAINT. - EQUIPMEN	801.801.221		07968391N	024218	P	570	00114

Schedule of Bills

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
MIDAMERICAN ENERGY FUEL	4,320.10	FUEL-HEATING	611.611.273		253424	002904	P	570	00053
MIDWEST ALARM COMPANY IN ALARM MONITORING	76.85	REP. & MAINT. - BUILDING	101.114.223		358947	235606	P	570	00098
ALARM TESTING	250.00	PROFESSIONAL SERVICES	801.801.202		360222	024209	P	570	00125
	326.85	*VENDOR TOTAL							
MIDWEST TAPE A/V	44.99	AV - CAPITAL	101.142.342		504623472	023974	P	570	00050
MILLENIUUM RECYCLING SINGLE STREAM FEE	2,313.15	CONTRACTED SERVICE-MILLE	631.631.204		481375	024195	P	570	00054
MOTOROLA SOLUTIONS INC BODY CAM CABLES	60.00	REP. & MAINT. - EQUIPMEN	101.111.221		8281588941	231568	P	570	00049
MUNICIPAL LEAGUE, SD 2024 MEMBERSHIP DUES	9,232.59	MEMBERSHIP DUES	101.101.261		11.6.2023	021330	P	570	00067
NOHR WORTMANN ENGINEERIN WALL INSPECTION W 5TH ST	1,914.96	ABATEMENT	101.106.204		10891	024236	P	570	00115
OBSERVER ADVERTISEMENT	48.00	ADVERTISING	203.203.211		11.9.2023	081036	P	570	00057
ONE OFFICE SOLUTION OFFICE PANEL	270.87	OFFICE SUPPLIES	101.106.232		526344-01	024233	P	570	00055
ENVELOPES	50.72	OFFICE SUPPLIES	101.106.232		536809	023261	P	570	00056
	321.59	*VENDOR TOTAL							
POLICE CHIEFS' ASSN MEMBERSHIP DUES	200.00	MEMBERSHIP DUES	101.111.261		2024	021330	P	570	00004
POWER SOURCE ELECTRIC WATER METER PROJECT	17,514.34	METER TECHNOLOGY UPGRADE	602.602.351		S-68469	230227	P	570	00058
RACOM CORPORATION BEON ACCESS	35.80	PROFESSIONAL SERVICES	101.111.202		RI230529	210004	P	570	00060
RIVERWIND ICE, LLC REFUND OVERPAYMENT	55.04	METERED SALES	601.3810		11.20.23	024276	P	570	00063
RON'S AUTO GLASS REPAIR NEW WINDOW - THE CENTER	975.00	CAPITAL REPAIR & MAINTEN	101.141.301		104569	024235	P	570	00059
PARTS	65.00	GARAGE PARTS	801.801.249		104997	024200	P	570	00117
DOOR VENTS RIVERSIDE PK	300.00	REP. & MAINT. - BUILDING	201.201.223		105154	081038	P	570	00061
DOOR VENTS RIVERSIDE PK	450.00	REP. & MAINT. - BUILDING	203.203.223		105154	081038	P	570	00062
	1,790.00	*VENDOR TOTAL							

Schedule of Bills

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
SABER SHRED SOLUTIONS IN TIRES	14,229.60	PROFESSIONAL SERVICES &	637.637.202		3306	024214	P	570	00123
SANITATION PRODUCTS INC PARTS	12.50	REP. & MAINT. - ROLL CAR	631.631.222		87408	024196	P	570	00069
SD PUBLIC ASSURANCE ALLI INSURANCE 2024 CHEVY	181.09	PROFESSIONAL SERVICES	101.123.202		30007	233500	P	570	00066
SIGN SOLUTIONS SIGNS	431.14	ROAD MATERIALS	101.123.239		409367	024215	P	570	00122
SLOWEY CONSTRUCTION INC MEAD PROPERTY CONSTRUCT	857,809.53	PROFESSIONAL SERVICES	516.588.202		22046	233002	P	570	00064
SOUTH DAKOTA 811 MESSAGE FEE	222.60	LOCATES	601.601.208		SD23-03097	230223	P	570	00065
STEPANEK/DEANNA REFUND OVERPAYMENT	94.07	METERED SALES	601.3810		11.20.2023	024273	P	570	00070
STEVENS CONSTRUCTION INC SAC TENNIS CT ADA RAMP	3,304.00	COMMON BLDG EQUIPMENT	506.571.350		763182	022573	P	570	00068
STREET MAINTENANCE ASSN MEMBERSHIP DUES	35.00	LEARNING	101.123.264		2024	021334	P	570	00008
THIRD MILLENNIUM ASSO IN UTILITY BILLING	292.32	PROFESSIONAL SERVICES	601.601.202		30681	003880	P	570	00071
UTILITY BILLING	328.86	PROFESSIONAL SERVICES	611.611.202		30681	003880	P	570	00072
UTILITY BILLING	109.61	PROFESSIONAL SERVICES	631.631.202		30681	003880	P	570	00073
UTILITY BILLING	633.53	PUBLISHING	601.601.211		30681	003880	P	570	00074
UTILITY BILLING	712.71	PUBLISHING	611.611.211		30681	003880	P	570	00075
UTILITY BILLING	237.56	PUBLISHING	631.631.211		30681	003880	P	570	00076
WATER PARK INSERT	1,868.92	ADVERTISING	202.202.211		30681	003880	P	570	00077
	4,183.51	*VENDOR TOTAL							
TRUIST GOVERNMENTAL FINA HUETHER AQUATIC CTR BOND	289,970.58	PRINCIPAL	202.202.441			021865	P	570	00012
HUETHER AQUATIC CTR BOND	177,095.10	INTEREST	202.202.411			021865	P	570	00013
	467,065.68	*VENDOR TOTAL							
UNITED STATES POSTAL SER POSTAGE	68.52	POSTAGE	101.122.231		NOV 2023	002989	P	570	00101
POSTAGE	225.81	POSTAGE	101.104.231		NOV 2023	002989	P	570	00102
POSTAGE	8.19	POSTAGE	101.111.231		NOV 2023	002989	P	570	00103
POSTAGE	6.93	POSTAGE	201.201.231		NOV 2023	002989	P	570	00104
POSTAGE	0.63	POSTAGE	101.122.231		NOV 2023	002989	P	570	00105
POSTAGE	47.88	POSTAGE	637.637.231		NOV 2023	002989	P	570	00106
POSTAGE	6.93	POSTAGE	101.102.231		NOV 2023	002989	P	570	00107
POSTAGE	8.82	POSTAGE	101.106.231		NOV 2023	002989	P	570	00108

Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
UNITED STATES POSTAL SER	POSTAGE	44.10	POSTAGE	101.107.231		NOV 2023	002989	P	570	00109
	POSTAGE	6.93	POSTAGE	203.203.231		NOV 2023	002989	P	570	00110
	POSTAGE	108.30	POSTAGE	601.601.231		NOV 2023	002989	P	570	00111
	POSTAGE	103.48	POSTAGE	611.611.231		NOV 2023	002989	P	570	00112
	POSTAGE	28.88	POSTAGE	631.631.231		NOV 2023	002989	P	570	00113
		665.40	*VENDOR TOTAL							
VESSCO, INC.	PARTS	1,002.82	REP. & MAINT. - PLANT	601.601.221		92513	230225	P	570	00078
WEBER/SAMUEL	REFUND OVERPAYMENT	24.76	METERED SALES	601.3810		11.20.2023	024274	P	570	00084
WHITE CAP	TOOLS	581.97	SMALL TOOLS & HARDWARE	101.123.247		50023827993	024207	P	570	00127
	TOOLS	581.97	SMALL TOOLS & HARDWARE	101.123.247		50024114475	024208	P	570	00126
	PARTS	92.32	GARAGE PARTS	801.801.249		50024130171	024210	P	570	00124
	AUTOSTOP SWITCH	33.64	REP. & MAINT. - EQUIPMEN	101.123.221		50024173658	024205	P	570	00129
	ASPHALT	2,180.18	ROAD MATERIALS	101.123.239		50024360740	024204	P	570	00130
	ASPHALT	1,336.96	ROAD MATERIALS	101.123.239		50024533295	024203	P	570	00131
	BROOM	23.79	SMALL TOOLS & HARDWARE	101.123.247		50024533311	024202	P	570	00132
	ASPHALT COLD PATCH	2,506.80	ROAD MATERIALS	101.123.239		50024573770	024206	P	570	00128
		7,337.63	*VENDOR TOTAL							
WILLIAMS & COMPANY PC	AUDIT	11,106.00	AUDIT	101.101.203		185057	005659	P	570	00079
	AUDIT	8,021.00	AUDIT	601.601.203		185057	005659	P	570	00080
	AUDIT	8,021.00	AUDIT	611.611.203		185057	005659	P	570	00081
	AUDIT	1,851.00	AUDIT	631.631.203		185057	005659	P	570	00082
	AUDIT	1,851.00	AUDIT	637.637.203		185057	005659	P	570	00083
		30,850.00	*VENDOR TOTAL							
XEROX FINANCIAL SERVICES	COPIER LEASE & COPIES	821.98	COPIES	101.105.234		4884520	021748	P	570	00086
	COPIER LEASE & COPIES	521.31	COPIES	101.105.234		4884520	021748	P	570	00087
	COPIER LEASE & COPIES	283.88	CONTRACTED SERVICES	203.203.204		4884520	021748	P	570	00088
	COPIER LEASE & COPIES	309.66	COPIES	203.203.234		4884520	021748	P	570	00089
	COPIER LEASE & COPIES	283.88	COPIES	101.111.234		4884520	021748	P	570	00090
	COPIER LEASE & COPIES	40.21	COPIES	101.111.234		4884520	021748	P	570	00091
	COPIER LEASE & COPIES	283.89	COPIES	101.104.234		4884520	021748	P	570	00092
	COPIER LEASE & COPIES	271.53	COPIES	101.104.234		4884520	021748	P	570	00093
		2,816.34	*VENDOR TOTAL							
YANKTON COUNTY AUDITOR	CAPITAL IMPROVEMENT COST	15,740.81	RENT FOR SAFETY CENTER	101.111.212		11.13.2023	021336	P	570	00085
YANKTON SCHOOL DISTRICT	3RD Q OPERATING	30,831.95	COST OF SERVICE PROVIDED	203.203.206		9.20.2023	023822	P	570	00094
	3RD Q CAPITAL	62,442.38	COMMON BLDG EQUIPMENT	506.571.350		9.20.2023	023822	P	570	00095
		93,274.33	*VENDOR TOTAL							

Schedule of Bills

VENDOR NAME	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
DESCRIPTION							
REPORT TOTALS:	3,602,699.72						

RECORDS PRINTED - 000133

Schedule of Bills

FUND RECAP :

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	57,748.36
201	PARKS AND RECREATION	725.70
202	HUETHER FAMILY AQUATICS CTR	469,034.60
203	SUMMIT ACTIVITY CENTER	35,687.05
211	LODGING SALES TAX	1,873.00
502	AIRPORT CAPITAL	15,467.20
506	SPECIAL CAPITAL IMPROV	94,367.07
516	MEAD PROPERTY DEVELOPMENT	857,809.53
601	WATER OPERATION	30,829.68
602	WATER RENEWAL/REPLACEMENT	532,969.34
611	WASTE WATER OPERATION	1,362,867.70
631	SOLID WASTE	23,168.00
637	JOINT POWER	88,397.16
801	CENTRAL GARAGE	31,755.33
TOTAL ALL FUNDS		3,602,699.72

BANK RECAP :

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	3,602,699.72
TOTAL ALL BANKS		3,602,699.72

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

DATE APPROVED BY

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
AFSCME COUNCIL 65		06454							
	EMPLOYEE DEDUCTIONS	534.98	MISC. EMP. DED.	711.2079	11.9.2023			547	00072
	EMPLOYEE DEDUCTIONS	534.98	MISC. EMP. DED.	711.2079	11/22/2023			547	00087
		1,069.96	*TOTAL						
AVERA HEALTH PLANS		05140							
	HEALTH INSURANCE PREM	85,188.38	HEALTH INSURANCE	711.2068	11.6.2023	005122	P	547	00002
	RETIREE DAYID LEYDEN	587.65	HEALTH INSURANCE	711.2068	11.6.2023	005122	P	547	00003
		85,776.03	*TOTAL						
CITY UTILITIES		00109							
	FIRE DEPT WATER	920.43	WATER SERVICE	101.114.274	10.18.2023	002642	P	547	00043
	FIRE DEPT WASTE WATER	48.66	SEWER SERVICE	101.114.275	10.18.2023	002642	P	547	00044
	CITY HALL WATER	141.91	WATER SERVICE	101.125.274	10.18.2023	002642	P	547	00038
	CITY HALL WASTE WATER	51.53	SEWER SERVICE	101.125.275	10.18.2023	002642	P	547	00039
	AIRPORT WATER	757.60	WATER SERVICE	101.127.274	10.18.2023	002642	P	547	00035
	AIRPORT WASTE WATER	733.65	WASTEWATER SERVICE	101.127.275	10.18.2023	002642	P	547	00036
	AIRPORT SOLID WASTE	47.22	LANDFILL	101.127.276	10.18.2023	002642	P	547	00037
	CENTER WATER	198.61	WATER SERVICE	101.141.274	10.18.2023	002642	P	547	00058
	CENTER WASTEWATER	112.73	SEWER SERVICE	101.141.275	10.18.2023	002642	P	547	00059
	LIBRARY WATER	524.87	WATER SERVICE	101.142.274	10.18.2023	002642	P	547	00060
	LIBRARY WASTEWATER	44.73	SEWER SERVICE	101.142.275	10.18.2023	002642	P	547	00061
	PARK WATER	28,456.64	WATER SERVICE	201.201.274	10.18.2023	002642	P	547	00050
	PARK WASTE WATER	914.69	SEWER SERVICE	201.201.275	10.18.2023	002642	P	547	00051
	HFAC WATER	5,272.43	WATER SERVICE	202.202.274	10.18.2023	002642	P	547	00052
	HFAC WASTE WATER	368.26	SEWER SERVICE	202.202.275	10.18.2023	002642	P	547	00053
	SAC WATER	1,770.11	WATER SERVICE	203.203.274	10.18.2023	002642	P	547	00054
	SAC WASTE WATER	133.13	SEWER SERVICE	203.203.275	10.18.2023	002642	P	547	00055
	WATER DEPT WATER	3,972.36	WATER SERVICE	601.601.274	10.18.2023	002642	P	547	00056
	SEWER PLANT	769.91	WATER SERVICE	611.611.274	10.18.2023	002642	P	547	00057
	STREET DEPT WATER	49.06	WATER SERVICE	631.631.274	10.18.2023	002642	P	547	00048
	STREET DEPT WATER	17.53	SEWER SERVICE	631.631.275	10.18.2023	002642	P	547	00049
	LANDFILL WATER	163.12	WATER	637.637.274	10.18.2023	002642	P	547	00040
	LANDFILL WASTE WATER	62.26	WW SERVICE	637.637.275	10.18.2023	002642	P	547	00041
	LANDFILL SOLID WASTE	23.61	LANDFILL	637.637.276	10.18.2023	002642	P	547	00042
	SHOP & GARAGE WATER	86.52	WATER PURCHASED	801.801.274	10.18.2023	002642	P	547	00045
	SHOP & GARAGE WASTEWATER	69.06	SEWER SERVICE	801.801.275	10.18.2023	002642	P	547	00046
	SHOP & GARAGE SOLIDWASTE	23.61	LANDFILL	801.801.276	10.18.2023	002642	P	547	00047
		45,734.24	*TOTAL						
DEPT OF SOCIAL SERVICES		01681							
	CHILD SUPPORT	1,083.87	MISC. EMP. DED.	711.2079	11.9.2023			547	00067
	CHILD SUPPORT	1,083.87	MISC. EMP. DED.	711.2079	11/22/2023			547	00082
		2,167.74	*TOTAL						
FIRST DAKOTA NAT'L BANK		07493							
	HSA CONTRIBUTIONS	3,764.84	HSA EMPLOYER CONTRIBUTIO	711.2052	11.9.2023			547	00065
	HSA CONTRIBUTIONS	1,945.90	HSA EMPLOYEE CONTRIBUTIO	711.2053	11.9.2023			547	00066
	HSA CONTRIBUTIONS	3,764.84	HSA EMPLOYER CONTRIBUTIO	711.2052	11/22/2023			547	00080
	HSA CONTRIBUTIONS	1,945.90	HSA EMPLOYEE CONTRIBUTIO	711.2053	11/22/2023			547	00081
		11,421.48	*TOTAL						

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
FIRST NATIONAL BANK FSA		07494							
	DEPENDENT CARE	598.33	FLEX DAYCARE	711.2054	11.9.2023			547	00070
	FLEX MEDICAL	281.25	FLEX MEDICAL	711.2055	11.9.2023			547	00071
	DEPENDENT CARE	598.33	FLEX DAYCARE	711.2054	11/22/2023			547	00085
	FLEX MEDICAL	281.25	FLEX MEDICAL	711.2055	11/22/2023			547	00086
		1,759.16	*TOTAL						
ICMA RETIREMENT TRUST -		00287							
	ICMA RETIREMENT TRUST	205.00	ICMA DEFERRED COMPENSATI	711.2067	11.9.2023			547	00064
	ICMA CONTRIBUTION	205.00	ICMA DEFERRED COMPENSATI	711.2067	11/22/2023			547	00079
		410.00	*TOTAL						
LUMEN		07496							
	FIBER INTERNET	372.44	INTERNET ACCESS	101.105.270	660555286	023065	P	547	00001
MIDAMERICAN ENERGY		00303							
	HEATING FUEL	95.51	FUEL-HEATING	101.114.273	11.8.2023			547	00027
	HEATING FUEL	20.85	FUEL-GENERATOR	101.115.273	11.8.2023			547	00026
	HEATING FUEL	845.29	ROAD MATERIALS	101.123.239	11.8.2023			547	00032
	HEATING FUEL	57.50	FUEL-HEATING	101.125.273	11.8.2023			547	00028
	HEATING FUEL	53.35	FUEL-HEATING	101.127.273	11.8.2023			547	00024
	HEATING FUEL	124.43	FUEL-HEATING	101.141.273	11.8.2023			547	00031
	HEATING FUEL	202.24	FUEL-HEATING	201.201.273	11.8.2023			547	00030
	HEATING FUEL	63.13	FUEL-HEATING	202.202.273	11.8.2023			547	00029
	HEATING FUEL	143.10	FUEL-HEATING	601.601.273	11.8.2023			547	00034
	HEATING FUEL	64.00	HEATING FUEL - GAS	637.637.273	11.8.2023			547	00033
	HEATING FUEL	63.13	FUEL-HEATING	801.801.273	11.8.2023			547	00025
		1,732.53	*TOTAL						
MINNESOTA LIFE INSURANCE		06544							
	LIFE INSURANCE PREMIUM	621.22	LIFE INSURANCE	711.2069	11/28/2023	005179	P	547	00098
MONEY MOVERS INC		07676							
	SAC MAINT FEE	11.00	PROFESSIONAL SERVICES	203.203.202	162066	023072	P	547	00075
MORROW/JOSEPH C.		03823							
	DESIGN WORK	2,130.00	PROFESSIONAL SERVICES	101.125.202	167	203537	P	547	00008
	DESIGN WORK	2,130.00	PROFESSIONAL SERVICES	101.125.202	168	203537	P	547	00090
		4,260.00	*TOTAL						
NEBRASKA DOR - WH INCOME		07502							
	NE STATE INCOME TAX WH	1,118.01	NEBRASKA INCOME TAX	711.2057	11/28/2023	005222	P	547	00096
NORTHWESTERN ENERGY		00455							
	ELECTRICITY	661.93	ELECTRICITY	101.114.272	11.8.2023			547	00016
	ELECTRICITY	72.10	ELECTRICITY	101.115.272	11.8.2023			547	00015
	ELECTRICITY	1,435.72	ELECTRICITY	101.123.272	11.8.2023			547	00019
	ELECTRICITY	1,819.20	ELECTRICITY	101.125.272	11.8.2023			547	00014
	ELECTRICITY	27,716.20	ELECTRICITY-STREET LIGHT	101.126.272	11.8.2023			547	00009
	ELECTRICITY	1,053.36	ELECTRICITY	101.127.272	11.8.2023			547	00011
	ELECTRICITY	1,312.44	ELECTRICITY	101.142.272	11.8.2023			547	00023
	ELECTRICITY	3,127.84	ELECTRICITY	201.201.272	11.8.2023			547	00010
	ELECTRICITY	569.42	ELECTRICITY	202.202.272	11.8.2023			547	00018
	ELECTRICITY	26,047.98	ELECTRICITY	601.601.272	11.8.2023			547	00021
	ELECTRICITY	9,229.51	ELECTRICITY	611.611.272	11.8.2023			547	00022

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
	NORTHWESTERN ENERGY	00455							
	ELECTRICITY	78.73	ELECTRICITY	621.621.272	11.8.2023			547	00012
	ELECTRICITY	200.29	ELECTRICITY	637.637.272	11.8.2023			547	00017
	ELECTRICITY	398.35	ELECTRICITY	637.637.272	11.8.2023			547	00020
	ELECTRICITY	714.22	ELECTRICITY	801.801.272	11.8.2023			547	00013
	STREET	532.37	ELECTRICITY	101.123.272	11.8.23			547	00076
		74,969.66	*TOTAL						
	PAYMENT SERVICES NETWORK	07677							
	CC MERCHANT FEES	29.20	PROFESSIONAL SERVICES	601.601.202	11.6.2023	023066	P	547	00004
	CC MERCHANT FEES	27.91	PROFESSIONAL SERVICES	611.611.202	11.6.2023	023066	P	547	00005
	CC MERCHANT FEES	7.79	PROFESSIONAL SERVICES	631.631.202	11.6.2023	023066	P	547	00006
	CC MERCHANT FEES	4.95	PROFESSIONAL SERVICES &	637.637.202	11.6.2023	023066	P	547	00007
		69.85	*TOTAL						
	PRINCIPAL LIFE INSURANCE	07491							
	DENTAL INSURANCE	7,047.22	DENTAL INSURANCE	711.2059	11/28/2023	003190	P	547	00099
	RETIREMENT, SD	00519							
	SDRS CONTRIBUTIONS	92,249.00	SD RETIREMENT SYSTEM	711.2066	11/28/2023	002809	P	547	00097
	SDSRP	04992							
	SDRS SUPPLEMENTAL	4,167.00	ROTH 457 SDRS-SRP	711.2056	11.9.2023			547	00069
	SDRS SUPPLEMENTAL	5,107.88	SDRS SUPPLEMENTAL RETIRE	711.2058	11.9.2023			547	00068
	SDRS SUPPLEMENTAL	4,493.50	ROTH 457 SDRS-SRP	711.2056	11/22/2023			547	00084
	SDRS SUPPLEMENTAL	5,157.88	SDRS SUPPLEMENTAL RETIRE	711.2058	11/22/2023			547	00083
		18,926.26	*TOTAL						
	UKG WORKFORCE READY	07490							
	PAYROLL/HR/ TLM SOFTWARE	1,828.56	PROFESSIONAL SERVICES	101.107.202	12160670	203533	P	547	00091
	PAYROLL/HR/ TLM SOFTWARE	225.75	PROFESSIONAL SERVICES	601.601.202	12160670	203533	P	547	00092
	PAYROLL/HR/ TLM SOFTWARE	67.73	PROFESSIONAL SERVICES	611.611.202	12160670	203533	P	547	00093
	PAYROLL/HR/ TLM SOFTWARE	67.73	PROFESSIONAL SERVICES	631.631.202	12160670	203533	P	547	00094
	PAYROLL/HR/ TLM SOFTWARE	67.73	PROFESSIONAL SERVICES &	637.637.202	12160670	203533	P	547	00095
		2,257.50	*TOTAL						
	UNITED STATES TREASURY	07526							
	FEDERAL WITHHOLDING	31,757.95	WITHHOLDING	711.2064	11.9.2023			547	00062
	FEDERAL WITHHOLDING	53,801.06	OASI	711.2065	11.9.2023			547	00063
	GARNISHMENT	246.26	MISC. EMP. DED.	711.2079	11.9.2023			547	00074
	FEDERAL WITHHOLDING	33,767.62	WITHHOLDING	711.2064	11/22/2023			547	00077
	FEDERAL WITHHOLDING	56,822.04	OASI	711.2065	11/22/2023			547	00078
	GARNISHMENT	213.58	MISC. EMP. DED.	711.2079	11/22/2023			547	00089
		176,608.51	*TOTAL						
	UNITED WAY	00918							
	UNITED WAY CONTRIBUTION	86.00	UNITED FUND	711.2070	11.9.2023			547	00073
	UNITED WAY CONTRIBUTION	86.00	UNITED FUND	711.2070	11/22/2023			547	00088
		172.00	*TOTAL						
		528,753.81	**CLAIMS TOTAL						

ACH Payment Register

.....

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		528,753.81					

RECORDS PRINTED - 000099

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	45,843.19
201	PARKS AND RECREATION	32,701.41
202	HUETHER FAMILY AQUATICS CTR	6,273.24
203	SUMMIT ACTIVITY CENTER	1,914.24
601	WATER OPERATION	30,418.39
611	WASTE WATER OPERATION	10,095.06
621	CEMETERY OPERATION	78.73
631	SOLID WASTE	142.11
637	JOINT POWER	984.31
711	EMPLOYEE BENEFIT	399,346.59
801	CENTRAL GARAGE	956.54
TOTAL ALL FUNDS		528,753.81

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	528,753.81
TOTAL ALL BANKS		528,753.81

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

DATE APPROVED BY

.....

.....

Manual Check Register

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P	ID	LINE
	DESIGN SOLUTIONS & INTEG	05267							
	SERVICE CALL	320.00	REP. & MAINT. - PLANT	601.601.221	60267	230165	P	546	00002
	JAMES V. BARBER	07776							
	RECOVER 2 MACHINE SEATS	100.00	REP. & MAINT. - EQUIPMEN	203.203.221	173190	081013	P	546	00004
	KLEINSASSER/BRUCE	07396							
	LIFEGUARD TRAINING	185.00	RECREATION SUPPLIES	203.203.242	11.5.23	080986	P	546	00001
	M.H. EBY, INC.	07784							
	DUMP TRAILER	17,000.00	EQUIPMENT	611.611.350	10.2.23	231022	P	546	00007
	MASONRY COMPONENTS INC	02254							
	5TH ST RECONSTRUCTION	1,000.00	5TH STREET, GREEN TO SPR	506.574.387	11/28/2023	223014	P	546	00009
	MOTOR VEHICLE DEPT, SD	00424							
	LICENSE PLATE	26.70	EQUIPMENT	101.123.350	2024 CHEV SILV	212565	P	546	00008
	YANKTON DEVELOPMENT ENTE	07484							
	TID REIMBURSEMENT	34,874.35	PAYMENT YANKTON DEVELOPM	513.588.204	1.20.2023	023153	P	546	00005
	TID REIMBURSEMENT	72,257.67	PAYMENT YANKTON DEVELOPM	513.588.204	7.6.23	023977	P	546	00006
		107,132.02	*TOTAL						
	YANKTON THRIVE	00939							
	3RD QTR SALES TAX REIMB	110,332.33	PROFESSIONAL SERVICES	506.572.202	11.2.2023	024166	P	546	00003
		236,096.05	**CLAIMS TOTAL						

Manual Check Register

.....

CLAIM NUMBER	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	INVOICE	PO#	F/P ID LINE
REPORT TOTALS:		236,096.05					

RECORDS PRINTED - 000009

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	26.70
203	SUMMIT ACTIVITY CENTER	285.00
506	SPECIAL CAPITAL IMPROV	111,332.33
513	TID #8 WESTBROOK PHASE 2	107,132.02
601	WATER OPERATION	320.00
611	WASTE WATER OPERATION	17,000.00
TOTAL ALL FUNDS		236,096.05

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	236,096.05
TOTAL ALL BANKS		236,096.05

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

DATE APPROVED BY
.....
.....

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
ADOBE INC.	SUBSCRIPTION	19.99	SUBSCRIPTIONS & PUBLICAT	101.106.235		Bies		579 00341
	COMPUTER PROGRAM	58.40	CONTRACTED SERVICES - OP	201.201.204		McHenry		579 00359
		78.39	*VENDOR TOTAL					
ALS OASIS	TRAVEL EXPENSE	41.06	TRAVEL EXPENSE	101.111.263		Foote		579 00117
AMAZON.COM H54MS9CG3	SPLITTER	58.13	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00058
AMAZON.COM RU2F14763	PROGRAM SUPPLIES	32.33	PROGRAM SUPPLIES	101.142.242		Dobrovolny		579 00259
	BOOKS	39.96	BOOKS	101.142.340		Dobrovolny		579 00260
	DVD'S	19.96	AV - CAPITAL	101.142.342		Dobrovolny		579 00261
		92.25	*VENDOR TOTAL					
AMAZON.COM T63N85XN3	CABLE	90.64	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00286
AMAZON.COM UX3K13N03	TOUCHSCREEN MONITOR-911	265.99	OFFICE SUPPLIES	208.208.232		Peters		579 00001
AMAZON.COM XC9W64H23	OFFICE SUPPLIES	76.80	OFFICE SUPPLIES	101.142.232		Dobrovolny		579 00453
	BOOK	11.12	BOOKS	101.142.340		Dobrovolny		579 00454
	DVD'S	67.42	AV - CAPITAL	101.142.342		Dobrovolny		579 00455
		155.34	*VENDOR TOTAL					
AMAZON.COM YJ20378X3	POWER DISTRIBUTION UNIT	69.95	REP. & MAINT. - EQUIPMEN	101.105.221		Johnson		579 00196
	POWER DISTRIBUTION UNIT	69.95	OFFICE SUPPLIES	208.208.232		Johnson		579 00197
		139.90	*VENDOR TOTAL					
AMAZON.COM 791X95A43	BOOK	15.95	BOOKS	101.142.340		Dobrovolny		579 00078
AMAZON.COM 8Z6TJ8T23	HARD DRIVE	181.49	REP. & MAINT. - EQUIPMEN	101.105.221		Johnson		579 00192
AMZN MKTP US	REFUND PROGRAM SUPPLIES	14.72CR	PROGRAM SUPPLIES	101.142.242		Dobrovolny		579 00016
	BATTERIES REFUND	65.98CR	REP. & MAINT. - EQUIPMEN	101.114.221		Yardley		579 00309
		80.70CR	*VENDOR TOTAL					
AMZN MKTP US AF0677AQ3	DVD	19.96	AV - CAPITAL	101.142.342		Dobrovolny		579 00160
AMZN MKTP US CB0ZM8RQ3	OFFICE SUPPLIES	152.20	OFFICE SUPPLIES	101.122.232		Goeden		579 00036

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
AMZN MKTP US CX7TG00W3	HEADSET	27.99	OFFICE SUPPLIES	101.106.232		Homstad		579 00114
AMZN MKTP US E37974523	PROGRAM SUPPLIES	22.99	PROGRAM SUPPLIES	101.142.242		Dobrovolny		579 00316
AMZN MKTP US E74NK1JI3	FLOOD LIGHT BULBS	24.99	REP. & MAINT. - BUILDING	101.125.223		Homstad		579 00412
AMZN MKTP US FU71Z43W3	PROGRAM SUPPLIES	15.50	PROGRAM SUPPLIES	101.142.242		Dobrovolny		579 00106
	BOOKS	37.11	BOOKS	101.142.340		Dobrovolny		579 00107
		52.61	*VENDOR TOTAL					
AMZN MKTP US GR64A02P3	MOBILE CHARGING CART	459.98	DIGITAL LITERACY GRANT	701.701.319		Dobrovolny		579 00188
AMZN MKTP US GZ71O6TM3	DRIVEWAY MARKERS	74.98	REP. & MAINT. - BUILDING	201.201.223		Wattier		579 00044
AMZN MKTP US IH0YF7B83	KEY FOB	55.54	REP. & MAINT. - BUILDING	101.125.223		Homstad		579 00207
AMZN MKTP US JB0GP8PS3	PROGRAM SUPPLIES	41.64	PROGRAM SUPPLIES	101.142.242		Dobrovolny		579 00304
AMZN MKTP US JK8W10GT3	IMAGINATION STATION TOYS	63.69	RECREATION SUPPLIES	701.701.242		Dobrovolny		579 00112
AMZN MKTP US NC3JA82K3	CABLE, SPLITTER	84.98	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00348
AMZN MKTP US NM9D353P3	BOOK	18.85	BOOKS	101.142.340		Dobrovolny		579 00065
AMZN MKTP US NY1OG7O63	TV STAND	219.99	EQUIPMENT	101.105.350		Johnson		579 00098
AMZN MKTP US OJ44L0GD3	DVD'S	31.91	AV - CAPITAL	101.142.342		Dobrovolny		579 00469
AMZN MKTP US OU5NY7AB3	CELLULAR SIGNAL BOOSTER	1,676.67	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00486
AMZN MKTP US O40YR4B13	OFFICE SUPPLIES	49.90	OFFICE SUPPLIES	101.142.232		Dobrovolny		579 00179
AMZN MKTP US PG9ZM3UW3	POSTAGE	3.99	POSTAGE	101.142.231		Dobrovolny		579 00088
	BOOK	14.50	BOOKS	101.142.340		Dobrovolny		579 00089
		18.49	*VENDOR TOTAL					

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
AMZN MKTP US P70K569Y3	PROGRAM SUPPLIES	10.44	PROGRAM SUPPLIES	101.142.242		Dobrovolny		579 00484
AMZN MKTP US QC3415YA3	CHAIR	98.79	OFFICE SUPPLIES	101.105.232		Johnson		579 00076
AMZN MKTP US R86P87EP3	FESTIVAL OF LIGHTS PROPS	35.63	O'MALLEY DONATION	101.111.210		Foote		579 00104
AMZN MKTP US SL8GD8KB3	DVD	19.96	AV - CAPITAL	101.142.342		Dobrovolny		579 00339
AMZN MKTP US SX8MD9WI3	OFFICE SUPPLIES	31.99	OFFICE SUPPLIES	101.142.232		Dobrovolny		579 00426
	PROGRAM SUPPLIES	149.99	RECREATION SUPPLIES	701.701.242		Dobrovolny		579 00427
		181.98	*VENDOR TOTAL					
AMZN MKTP US TC8HO1RX2	DVD	16.46	AV - CAPITAL	101.142.342		Dobrovolny		579 00161
AMZN MKTP US UE4006XF3	PROGRAM SUPPLIES	135.53	PROGRAM SUPPLIES	101.142.242		Dobrovolny		579 00351
	BOOK	7.99	BOOKS	101.142.340		Dobrovolny		579 00352
		143.52	*VENDOR TOTAL					
AMZN MKTP US WI9X33RX3	FESTIVAL OF LIGHTS PROPS	82.67	O'MALLEY DONATION	101.111.210		Foote		579 00103
AMZN MKTP US Y188I28M3	DOG COLLAR CHARGER	14.99	REP. & MAINT. - EQUIPMEN	101.111.221		Rothenberger		579 00219
AMZN MKTP US ZI2JM8Q93	OFFICE SUPPLIES	39.39	OFFICE SUPPLIES	101.142.232		Dobrovolny		579 00172
	BOOK	15.04	BOOKS	101.142.340		Dobrovolny		579 00173
	DVD'S	146.75	AV - CAPITAL	101.142.342		Dobrovolny		579 00174
	FOAM	11.49	ALA LAPTOP GRANT	701.701.301		Dobrovolny		579 00175
		212.67	*VENDOR TOTAL					
AMZN MKTP US ZT21F3593	DVD	20.00	AV - CAPITAL	101.142.342		Dobrovolny		579 00400
AMZN MKTP US 0J5HI2IF3	SIGNAL BOOSTER	94.99	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00054
AMZN MKTP US 0P1JB8R63	DVD	17.96	AV - CAPITAL	101.142.342		Dobrovolny		579 00086
AMZN MKTP US 0V8J62DL3	CABLE	19.99	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00043

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
AMZN MKTP US 3K5SD0JY3	DRIVEWAY MARKERS	143.10	REP. & MAINT. - BUILDING	201.201.223		McHenry		579 00388
AMZN MKTP US 6B4ZE9F23	OFFICE SUPPLIES	27.22	OFFICE SUPPLIES	101.142.232		Dobrovolny		579 00030
	JANITORIAL SUPPLIES	43.63	JANITORIAL SUPPLIES	101.142.236		Dobrovolny		579 00031
	BOOK	13.46	BOOKS	101.142.340		Dobrovolny		579 00032
	TOYS	228.38	RECREATION SUPPLIES	701.701.242		Dobrovolny		579 00033
	EXTERNAL HARD DRIVE	53.98	DIGITAL LITERACY GRANT	701.701.319		Dobrovolny		579 00034
		366.67	*VENDOR TOTAL					
AMZN MKTP US 6C3GH1HL3	CABLE	77.24	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00025
AMZN MKTP US 7F1Q33TM3	FESTIVAL OF LIGHTS PROPS	151.96	O'MALLEY DONATION	101.111.210		Foote		579 00120
AMZN MKTP US 7Q3PB6PU3	SIGNAL BOOSTER	100.47	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00301
AMZN MKTP US 9D5YV5E33	KEYBOARD WRIST REST	33.46	OFFICE SUPPLIES	101.106.232		Kuenzli		579 00102
AMZN MKTP US 9W0FA5HH3	FESTIVAL OF LIGHTS PROPS	205.21	O'MALLEY DONATION	101.111.210		Foote		579 00079
AMZN MKTP US 9564Y3GW3	CHROMEBOOK	179.54	DIGITAL LITERACY GRANT	701.701.319		Dobrovolny		579 00084
ARBYS 8703	TRAVEL EXPENSE	7.23	TRAVEL EXPENSE	101.111.263		Wilson		579 00380
ASFPM	MEMBERSHIP DUES	180.00	MEMBERSHIP DUES	101.106.261		Bies		579 00340
ATT BILL PAYMENT	CELL PHONE	28.19	TELEPHONE	601.601.271		Bailey		579 00246
	MOBILE DATA	95.61	PROFESSIONAL SERVICES -	101.127.202		Peters		579 00237
	MOBILE DATA	45.28	PROFESSIONAL SERVICES	101.123.202		Peters		579 00238
	MOBILE DATA	45.28	PROFESSIONAL SERVICES	601.601.202		Peters		579 00239
	MOBILE DATA	40.04	PROFESSIONAL SERVICES	101.122.202		Peters		579 00240
	MOBILE DATA	915.17	PROFESSIONAL SERVICES	101.111.202		Peters		579 00241
		1,169.57	*VENDOR TOTAL					
AUTOZONE #3795	BATTERY & STUD CONVERTER	107.37	GARAGE PARTS	801.801.249		Nowak		579 00056
	BATTERIES	299.97	GARAGE PARTS	801.801.249		Nowak		579 00321
		407.34	*VENDOR TOTAL					

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
AXVOICE INC	DIALER SERVICE	21.44	PROFESSIONAL SERVICES	601.601.202		Chytka		579 00393
BLUEPEAK	PHONE	158.05	TELEPHONE	101.127.271		Yardley		579 00074
	PHONE	39.51	TELEPHONE	101.123.271		Yardley		579 00075
	PHONE	107.84	TELEPHONE	202.202.271		Yardley		579 00231
	PHONE	72.65	TELEPHONE	101.102.271		Yardley		579 00404
	PHONE	245.01	TELEPHONE	101.104.271		Yardley		579 00405
	PHONE	139.87	TELEPHONE	101.105.271		Yardley		579 00406
	PHONE	191.09	TELEPHONE	101.106.271		Yardley		579 00407
	PHONE	72.65	TELEPHONE	101.107.271		Yardley		579 00408
	PHONE	145.31	TELEPHONE	101.122.271		Yardley		579 00409
	INTERNET	701.99	INTERNET ACCESS	101.105.270		Yardley		579 00411
	PHONE	30.73	TELEPHONE	101.111.271		Yardley		579 00428
	PHONE	40.83	TELEPHONE	101.114.271		Yardley		579 00429
	PHONE	75.06	TELEPHONE	101.123.271		Yardley		579 00430
	PHONE	153.25	TELEPHONE	101.142.271		Yardley		579 00431
	PHONE	87.88	TELEPHONE	203.203.271		Yardley		579 00432
	PHONE	92.31	TELEPHONE	601.601.271		Yardley		579 00433
	PHONE	43.66	TELEPHONE	611.611.271		Yardley		579 00434
	PHONE	31.09	TELEPHONE	637.637.271		Yardley		579 00435
	PHONE	226.94	TELEPHONE	101.105.271		Yardley		579 00436
	PHONE	20.81	TELEPHONE	101.111.271		Yardley		579 00437
	PHONE	54.38	TELEPHONE	101.114.271		Yardley		579 00438
	PHONE	298.35	TELEPHONE	201.201.271		Yardley		579 00439
	PHONE	42.98	TELEPHONE	202.202.271		Yardley		579 00440
	PHONE	306.57	TELEPHONE	203.203.271		Yardley		579 00441
	PHONE	19.57	TELEPHONE	601.601.271		Yardley		579 00442
		3,398.38	*VENDOR TOTAL					
BOMGAARS #2 YANKTON	COMBO KIT TOOL	299.99	REP. & MAINT. - EQUIPMEN	621.621.221		Bornitz		579 00140
	CHRISTMAS DECORATIONS	23.98	RECREATION SUPPLIES - O	201.201.242		Bornitz		579 00244
	DRILL BITS	27.96	REP. & MAINT. - PLANT	601.601.221		Chytka		579 00395
	WORK GLOVES	67.96	UNIFORMS & DRY GOODS	611.611.244		Hanson		579 00472
	JANITORIAL SUPPLIES	41.57	JANITORIAL SUPPLIES	611.611.236		Hanson		579 00473
	HOSE	71.97	AGRICULTURAL SUPPLIES	201.201.241		Jensen		579 00145
	UNIFORMS	88.61	UNIFORMS & DRY GOODS	201.201.244		Knutson		579 00415
	HARDWARE	4.69	SMALL TOOLS & HARDWARE	201.201.247		Kortan		579 00209
	UNIFORMS	74.99	UNIFORMS & DRY GOODS	201.201.244		Kortan		579 00396
	FASTENERS AND DRILL BITS	101.02	SMALL TOOLS & HARDWARE	801.801.247		Kulhavy		579 00150
	FASTENERS	23.96	GARAGE PARTS	801.801.249		Kulhavy		579 00294
	CASTERS AND FASTENERS	49.64	REP. & MAINT. - EQUIPMEN	801.801.221		Kulhavy		579 00399
	AIR HOSE	31.99	GARAGE PARTS	801.801.249		Nowak		579 00268
	BRUSHES/BARB INSERT	54.15	GARAGE PARTS	801.801.249		Nowak		579 00387
	FLINT STRIKER	8.48	SMALL TOOLS & HARDWARE	101.123.247		Nowak		579 00459
	VETERANS SIGNS	20.97	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00051
	WESTSIDE POND TANK	337.98	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00450

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
BOMGAARS #2 YANKTON								
	GENERATOR OIL	209.97	REP. & MAINT. - PLANT	601.601.221		Peterson		579 00299
	PAINT	59.99	BUILDING REPAIR & MAINT.	637.637.223		Potts		579 00122
	GLOVES	76.63	MEDICAL & SAFETY SUPPLIE	101.123.243		Potts		579 00322
	GLOVES	76.63	MEDICAL & SAFETY SUPPLIE	631.631.243		Potts		579 00323
	GLOVES	76.64	UNIFORMS	637.637.244		Potts		579 00324
	AIR CONNECTIONS	84.37	REP. & MAINT. - EQUIPMEN	101.123.221		Potts		579 00475
	GEAR PULLER	15.99	SMALL TOOLS & HARDWARE	601.601.247		Rothermel		579 00123
	BATTERY	16.99	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00462
	FASTENERS	7.28	SMALL TOOLS & HARDWARE	101.126.247		Ryken		579 00373
	PLAYGROUND REPAIRS	56.85	REP. & MAINT. - BUILDING	201.201.223		Steinberg		579 00162
	HARDWARE	5.20	SMALL TOOLS & HARDWARE	201.201.247		Steinberg		579 00297
	TRAILER ADAPTER	50.97	REP. & MAINT. - DISTRIBU	601.601.226		Termansen		579 00014
	UNIFORM	84.99	UNIFORMS & DRY GOODS	201.201.244		Thompson		579 00169
	TRAILER HITCH	36.99	REP. & MAINT. - EQUIPMEN	201.201.221		Thompson		579 00185
	UNIFORMS	79.99	UNIFORMS & DRY GOODS	201.201.244		Thompson		579 00384
	TRAIL SUPPLIES	45.98	REP. & MAINT. - EQUIPMEN	204.204.221		Walsh		579 00018
	TRAIL SUPPLIES	79.96	REP. & MAINT. - EQUIPMEN	204.204.221		Walsh		579 00148
		2,395.33	*VENDOR TOTAL					
C & B OPERATIONS LLC								
	MANUALS	222.11	AGRICULTURAL SUPPLIES	601.601.241		Chytka		579 00266
CASEYS #2511								
	FUEL	1.59	TRAVEL EXPENSE	601.601.263		Hallock		579 00355
	FUEL	27.93	TRAVEL EXPENSE	601.601.263		Hallock		579 00360
	FUEL	33.21	TRAVEL EXPENSE	601.601.263		Hallock		579 00369
	FUEL	54.49	TRAVEL EXPENSE	601.601.263		Schantz		579 00375
		117.22	*VENDOR TOTAL					
CASEYS #3785								
	FUEL	52.00	TRAVEL EXPENSE	101.111.263		Foote		579 00109
	FUEL	99.83	TRAVEL EXPENSE	101.111.263		Foote		579 00347
		151.83	*VENDOR TOTAL					
CASEYS PIZZA 3785								
	TRAVEL EXPENSE	25.72	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00389
CATTLEMANS CLUB								
	TRAVEL EXPENSE	75.63	TRAVEL EXPENSE	101.111.263		Foote		579 00370
CENTER POINT LARGE PRI								
	LARGE PRINT BOOKS	145.02	BOOKS	101.142.340		Schmidt		579 00135
CLARKS RENTALS								
	EQUIPMENT RENTAL	55.00	RENTALS	611.611.212		McClennen		579 00153
	AIR NAILER RENTAL	33.00	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00037
	BATHROOM SHINGLES	33.00	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00212
	DRILL BIT AND HAMMER	20.00	SMALL TOOLS & HARDWARE	101.123.247		Ulmer		579 00269
		141.00	*VENDOR TOTAL					

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
COMFORT INN & SUITES S	LODGING	285.00	CONFERENCE & MEETINGS	101.106.265		Mingo		579 00488
CONOCO - BJS STURGIS	FUEL	71.06	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00283
COUNTRY INN & SUITES P	LODGING	490.00	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00331
	LODGING	490.00	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00337
		980.00	*VENDOR TOTAL					
COWBOY STORE #5	FUEL	72.55	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00376
CRESCENT ELECTRIC 029	AERATION BASEMENT LIGHTS	1,939.48	REP. & MAINT. - BUILDING	611.611.223		Hanson		579 00386
	ELECTRICAL PARTS	83.90	REP. & MAINT. - EQUIPMEN	101.126.221		Ryken		579 00092
	ELECTRICAL PARTS	18.57	REP. & MAINT. - EQUIPMEN	101.126.221		Ryken		579 00096
	ELECTRICAL PARTS	264.58	REP. & MAINT. - EQUIPMEN	101.126.221		Ryken		579 00110
	ELECTRICAL PARTS	106.10	REP. & MAINT. - EQUIPMEN	101.126.221		Ryken		579 00285
		2,412.63	*VENDOR TOTAL					
D J WALL ST JOURNAL	NEWSPAPER SUBSCRIPTION	694.88	SUBSCRIPTIONS & PUBLICAT	101.142.235		Schmidt		579 00091
DEADWOOD MOUNTAIN GRAN	LODGING	166.53	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00191
DEMCO INC	OFFICE SUPPLIES	27.60	OFFICE SUPPLIES	101.142.232		Schmidt		579 00361
DEPARTMENT OF AGRICULT	STORMWATER PERMIT	256.25	PROFESSIONAL SERVICES	516.588.202		Bailey		579 00278
DMG RESTAURANT	TRAVEL EXPENSE	15.00	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00223
ECHO ELECTRIC SUPPLY	GAS REGULATOR	149.74	REP. & MAINT. - PLANT	601.601.221		Chytka		579 00483
	ELECTRICAL PHASE MONITOR	2,045.58	REP. & MAINT. - PLANT	611.611.221		Hanson		579 00094
	LIGHT BULBS	26.21	REP. & MAINT. - BUILDING	201.201.223		Kirchner		579 00330
	OUTLET COVERS	138.05	REP. & MAINT. - BUILDING	801.801.223		Kulhavy		579 00410
	LED PANEL	570.00	REP. & MAINT. - BUILDING	101.142.223		Mastalir		579 00460
	ELECTRICAL PARTS	161.00	REP. & MAINT. - EQUIPMEN	101.126.221		Ryken		579 00013
	ELECTRICAL PARTS	211.84	REP. & MAINT. - EQUIPMEN	101.126.221		Ryken		579 00116
		3,302.42	*VENDOR TOTAL					
EHRESMANN ENGINEERING	SHOP SUPPLIES	55.15	REP. & MAINT. - BUILDING	201.201.223		Kirchner		579 00312

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
ELDT.COM								
	CDL TRAINING	25.00	LEARNING	201.201.264		Potts		579 00060
	CDL TRAINING	25.00	LEARNING	201.201.264		Potts		579 00062
	CDL TRAINING	25.00	LEARNING	201.201.264		Potts		579 00071
	CDL TRAINING	25.00	LEARNING	201.201.264		Potts		579 00072
		100.00	*VENDOR TOTAL					
ENVISION WARE								
	ANNUAL MAINTENANCE	594.12	PROFESSIONAL SERVICES	101.142.202		Schmidt		579 00364
ESRI								
	ESRI ARCMAP LICENSES	4,400.00	SUBSCRIPTIONS & PUBLICAT	101.105.235		Yonke		579 00392
FAIRFIELD INN & SUITES								
	INTERVIEWER LODGING	109.00	CONFERENCE & MEETINGS	101.114.265		Linke		579 00009
	INTERVIEWER LODGING	54.35	CONFERENCE & MEETINGS	101.114.265		Linke		579 00010
		163.35	*VENDOR TOTAL					
FARM AND HOME PUBLISHE								
	BOOKS	165.75	BOOKS	101.142.340		Dobrovolny		579 00425
FEDEX81613557								
	POSTAGE	16.93	POSTAGE	101.111.231		Foote		579 00476
FINEARTAMERICA.COM								
	TAX REFUND	22.60CR	OFFICE SUPPLIES	101.104.232		Yardley		579 00157
	OFFICE SUPPLY	387.19	OFFICE SUPPLIES	101.104.232		Yardley		579 00208
		364.59	*VENDOR TOTAL					
FOXIT CORP								
	PDF PERPETUAL LICENSE	179.99	SUBSCRIPTIONS & PUBLICAT	101.104.235		Yardley		579 00320
FRYN PAN OF YANKTON								
	INTERVIEW SUPPLIES	28.68	CONFERENCE & MEETINGS	101.114.265		Linke		579 00005
GOTOCOM GOTOMEETING								
	GOTO MEETING	192.00	SUBSCRIPTIONS & PUBLICAT	101.105.235		Johnson		579 00095
GRAINGER								
	MOTOR	181.17	REP. & MAINT. - PLANT	601.601.221		Chytka		579 00073
	PVC BALL VALVES	380.62	REP. & MAINT. - PLANT	601.601.221		Chytka		579 00204
	HEAT TAPE	252.37	REP. & MAINT. - PLANT	601.601.221		Chytka		579 00227
	THERMOSTAT	82.74	REP. & MAINT. - PLANT	601.601.221		Chytka		579 00414
		896.90	*VENDOR TOTAL					
GRANICUS								
	WEBSITE	9,946.76	WEBSITE	211.231.567		Johnson		579 00087
GUADALAJARA MEXICAN RE								
	TRAVEL EXPENSE	40.82	TRAVEL EXPENSE	101.111.263		Foote		579 00443

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
HARBOR FREIGHT TOOLS 8	FLOOR JACKS	529.98	SMALL TOOLS & HARDWARE	801.801.247		Kulhavy		579 00193
HARDEES 602	TRAVEL EXPENSE	11.25	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00205
HOMEDEPOT.COM	GRINDERS	407.00	EQUIPMENT	801.801.350		Potts		579 00371
	CRIMPER	46.92	SMALL TOOLS & HARDWARE	801.801.247		Potts		579 00372
		453.92	*VENDOR TOTAL					
HY-VEE YANKTON 1899	PROGRAM SUPPLIES	14.93	PROGRAM SUPPLIES	101.142.242		Yankton Librar		579 00105
	PROGRAM SUPPLIES	74.71	PROGRAM SUPPLIES	101.142.242		Yankton Librar		579 00189
	PROGRAM SUPPLIES	45.00	PROGRAM SUPPLIES	101.142.242		Yankton Librar		579 00222
		134.64	*VENDOR TOTAL					
IN GO TO GLASS	ROCK CHIP REPAIR	60.00	REP. & MAINT. -VEHICLES	101.111.222		Foote		579 00288
	ROCK CHIP REPAIR	60.00	REP. & MAINT. -VEHICLES	101.111.222		Foote		579 00401
		120.00	*VENDOR TOTAL					
IN GUARDIAN ALLIANCE	BACKGROUND CHECKS	204.00	PROFESSIONAL SERVICES	101.111.202		Rothenberger		579 00354
IN NATURESCAPING DESI	HOLIDAY LIGHTING	80.33	RECREATION SUPPLIES - O	201.201.242		McHenry		579 00164
	HOLIDAY LIGHTING	234.60	REP. & MAINT. - EQUIPMEN	201.201.221		McHenry		579 00402
		314.93	*VENDOR TOTAL					
IN SOUTHEAST SOUTH DA	BANNER ADS	150.00	PROMOTIONAL	201.201.210		McHenry		579 00171
IPY MIDWEST ALARM	ALARM MONITORING	76.85	PROFESSIONAL SERVICES	611.611.202		Hanson		579 00281
	SECURITY MONITORING	112.50	CONTRACTED SERVICES - OP	201.201.204		McHenry		579 00170
		189.35	*VENDOR TOTAL					
JACKS SMALL ENGINES &	SHOP TOOL	302.42	REP. & MAINT. - BUILDING	201.201.223		Kirchner		579 00201
JACKS UNIFORMS & EQUI	UNIFORMS	56.44	UNIFORMS & DRY GOODS	208.208.244		Hussein		579 00057
	DUTY SHIRT	100.94	UNIFORMS	101.111.244		Rothenberger		579 00066
	ATTACHMENTS FOR VESTS	242.74	REP. & MAINT. - EQUIPMEN	101.111.221		Rothenberger		579 00253
	UNIFORM	310.79	UNIFORMS	101.111.244		Rothenberger		579 00276
	UNIFORM NAME TAG	11.00	UNIFORMS	101.111.244		Rothenberger		579 00444
		721.91	*VENDOR TOTAL					

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
JCL SOLUTIONS-SIOUX FA	JANITORIAL SUPPLIES	1,413.67	JANITORIAL SUPPLIES	201.201.236		Kirchner		579 00232
	CLEANING SUPPLIES	266.10	JANITORIAL SUPPLIES	203.203.236		McHenry		579 00142
		1,679.77	*VENDOR TOTAL					
J2 METROFAX	FAX SERVICE	11.95	PROFESSIONAL SERVICES	601.601.202		Chytka		579 00385
KAISER REFRIGERATION I	LEAF BLOWER REPAIRS	40.49	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00215
	LANDSCAPING	49.99	AGRICULTURAL SUPPLIES	201.201.241		Kortan		579 00139
	STIHL TRIMMER PARTS	21.98	REP. & MAINT. - EQUIPMEN	101.123.221		Potts		579 00423
	GUIDE BAR	36.99	REP. & MAINT. - EQUIPMEN	101.123.221		Ulmer		579 00417
	EQUIPMENT REPAIRS	90.98	REP. & MAINT. - EQUIPMEN	204.204.221		Walsh		579 00028
		240.43	*VENDOR TOTAL					
KOLETZKY IMPLEMENT INC	POWER WASHER REPAIRS	35.05	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00149
	KUBOTA REPAIRS	37.03	REP. & MAINT. - EQUIPMEN	204.204.221		Jensen		579 00263
	KUBOTA PARTS	575.87	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00327
	KUBOTA REPAIRS	4.32	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00416
		652.27	*VENDOR TOTAL					
KOPETSKYS ACE HDWE	POOL REPAIRS	6.99	REP. & MAINT. - BUILDING	202.202.223		Groves		579 00019
	POOL AIR FILTER	19.77	REP. & MAINT. - BUILDING	203.203.223		Groves		579 00077
	POOL REPAIRS	95.97	REP. & MAINT. - BUILDING	202.202.223		Groves		579 00377
	POOL REPAIRS	19.99	REP. & MAINT. - BUILDING	202.202.223		Groves		579 00424
	BATTERIES, ZIP TIES	75.95	REP. & MAINT. - DISTRIBU	601.601.226		Hallock		579 00449
	RANGE SUPPLIES	39.30	REP. & MAINT. - EQUIPMEN	101.111.221		Hansen		579 00305
	DOOR HOLDER	30.36	REP. & MAINT. - BUILDING	101.125.223		Mastalir		579 00374
	OFFICE SUPPLIES	9.99	OFFICE SUPPLIES	101.127.232		Roinstad		579 00293
	PROPANE TANKS REFILL	26.57	REP. & MAINT. - BUILDING	201.201.223		Steinberg		579 00481
	DRILL BITS	19.16	SMALL TOOLS & HARDWARE	101.123.247		Ulmer		579 00284
	DRILL BITS, NUTS	32.97	SMALL TOOLS & HARDWARE	101.123.247		Ulmer		579 00291
	TRAIL SUPPLIES	15.18	REP. & MAINT. - EQUIPMEN	204.204.221		Walsh		579 00124
	EQUIPMENT REPAIRS	10.44	REP. & MAINT. - EQUIPMEN	203.203.221		Youmans		579 00176
	EQUIPMENT REPAIRS	10.98	REP. & MAINT. - EQUIPMEN	203.203.221		Youmans		579 00332
	HARDWARE	3.96	SMALL TOOLS & HARDWARE	203.203.247		Youmans		579 00471
		417.58	*VENDOR TOTAL					
LANGUAGE LINE	TRANSLATION SERVICE	476.32	PROFESSIONAL SERVICES	101.111.202		Foote		579 00273
LEE OMAHA WORLD-HERALD	NEWSPAPER SUBSCRIPTION	770.77	SUBSCRIPTIONS & PUBLICAT	101.142.235		Schmidt		579 00295
LEGEND FITNESS	EQUIPMENT CABLE	137.50	REP. & MAINT. - EQUIPMEN	203.203.221		Groves		579 00287

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
LEWIS AND CLARK FORD L	DIAGNOSTICS	99.00	GARAGE PARTS	801.801.249		Kulhavy		579 00490
LOCATORS & SUPPLIES IN	SAFETY APPAREL	140.02	UNIFORMS & DRY GOODS	201.201.244		Bailey		579 00363
MASHEK BROTHERS LLP	TRAVEL EXPENSE	27.05	TRAVEL EXPENSE	601.601.263		Schantz		579 00382
MENARDS YANKTON SD	EXPO MARKERS MAGNETS	34.10	PROFESSIONAL SERVICES	101.102.202		Bies		579 00080
	TOOLS	33.99	REP. & MAINT. - EQUIPMEN	201.201.221		Bornitz		579 00108
	CHRISTMAS DECORATIONS	19.13	RECREATION SUPPLIES - O	201.201.242		Bornitz		579 00137
	CHRISTMAS DECORATIONS	48.44	RECREATION SUPPLIES - O	201.201.242		Bornitz		579 00195
	CHRISTMAS DECORATIONS	37.70	RECREATION SUPPLIES	203.203.242		Bornitz		579 00250
	CHRISTMAS DECORATIONS	512.89	RECREATION SUPPLIES - O	201.201.242		Bornitz		579 00251
	CAULK	8.48	REP. & MAINT. - BUILDING	601.601.223		Chytka		579 00345
	BRASS FITTINGS	85.92	REP. & MAINT. - PLANT	601.601.221		Chytka		579 00366
	CONCRETE	465.08	ROAD MATERIALS	101.123.239		Gobel		579 00167
	ROAD MATERIALS	27.84	ROAD MATERIALS	101.123.239		Gobel		579 00224
	DRILL BITS	47.35	SMALL TOOLS & HARDWARE	101.123.247		Gobel		579 00243
	CONCRETE	89.85	ROAD MATERIALS	101.123.239		Gobel		579 00336
	NUTS AND BOLTS	18.85	ROAD MATERIALS	101.123.239		Gobel		579 00367
	NUTS AND BOLTS	23.03	ROAD MATERIALS	101.123.239		Gobel		579 00397
	REFUND	27.98CR	RECREATION SUPPLIES	203.203.242		Groves		579 00004
	FITNESS CLASS SUPPLIES	43.12	RECREATION SUPPLIES	203.203.242		Groves		579 00023
	POOL REPAIRS	17.99	REP. & MAINT. - BUILDING	202.202.223		Groves		579 00029
	FITNESS ROOM SUPPLIES	37.85	RECREATION SUPPLIES	203.203.242		Groves		579 00041
	POOL REPAIRS	38.43	REP. & MAINT. - BUILDING	202.202.223		Groves		579 00242
	POOL REPAIRS	32.94	REP. & MAINT. - BUILDING	202.202.223		Groves		579 00310
	HARDWARE	9.18	SMALL TOOLS & HARDWARE	203.203.247		Groves		579 00334
	HARDWARE	9.64	SMALL TOOLS & HARDWARE	203.203.247		Groves		579 00350
	FITNESS CLASS SUPPLIES	82.30	RECREATION SUPPLIES	203.203.242		Groves		579 00390
	POOL REPAIRS	14.99	REP. & MAINT. - BUILDING	202.202.223		Groves		579 00466
	ELECTRICAL WIRE	56.70	REP. & MAINT. - BUILDING	101.142.223		Homstad		579 00083
	HEAT SHRINK VINYL	45.19	REP. & MAINT. - BUILDING	101.125.223		Homstad		579 00200
	ELECTRICAL SUPPLIES	164.00	REP. & MAINT. - BUILDING	101.125.223		Homstad		579 00342
	CHRISTMAS DECORATIONS	51.96	RECREATION SUPPLIES - O	201.201.242		Kirchner		579 00421
	SOFTBALL FIELDS SUPPLIES	51.79	REP. & MAINT. - BUILDING	201.201.223		Knutson		579 00026
	LANDSCAPING	5.98	AGRICULTURAL SUPPLIES	201.201.241		Kortan		579 00006
	CHRISTMAS DECORATIONS	159.79	RECREATION SUPPLIES - O	201.201.242		Kortan		579 00280
	DISH SOAP	29.82	JANITORIAL SUPPLIES	801.801.236		Kulhavy		579 00422
	TRASH CAN	35.94	REP. & MAINT. - TRAIL	204.204.223		Lehman		579 00115
	BULBS	99.96	REP. & MAINT. - BUILDING	101.125.223		Mastalir		579 00049
	BULBS	49.98	REP. & MAINT. - BUILDING	101.125.223		Mastalir		579 00097
	SEAL, DOOR SWEEP	44.81	REP. & MAINT. - BUILDING	101.125.223		Mastalir		579 00128
	OIL, BULBS, SWITCH	131.86	REP. & MAINT. - BUILDING	101.125.223		Mastalir		579 00151
	JANITORIAL SUPPLIES	23.08	JANITORIAL SUPPLIES	101.125.236		Mastalir		579 00182
	STEEL PLATE	7.96	REP. & MAINT. - BUILDING	101.142.223		Mastalir		579 00183
	LAMP HOLDER	6.56	REP. & MAINT. - BUILDING	101.125.223		Mastalir		579 00257

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
MENARDS YANKTON SD								
	PLUMBING SUPPLIES	13.00	REP. & MAINT. - PLANT	601.601.221		Miles		579 00236
	WATER FOUNTAIN REPAIRS	8.93	REP. & MAINT. - BUILDING	203.203.223		Pavel		579 00021
	SHINGLES	36.00	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00024
	BOATDOCK BATHROOM REPAIR	1,012.29	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00262
	BOATDOCK BATHROOM REPAIR	51.56	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00313
	BOATDOCK BATHROOM REPAIR	117.92	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00381
	NAILER TOOL	336.98	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00383
	PIPE FITTING	1.29	REP. & MAINT. - PLANT	601.601.221		Peterson		579 00052
	PIPE FITTINGS	6.95	REP. & MAINT. - PLANT	601.601.221		Peterson		579 00477
	PIPE FITTINGS	11.22	REP. & MAINT. - PLANT	601.601.221		Peterson		579 00480
	BUTANE/BATTERIES	53.37	GARAGE PARTS	801.801.249		Potts		579 00314
	PIPE FITTINGS	19.55	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00022
	KEY ORGANIZER	7.18	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00045
	PIPE FITTINGS	29.54	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00047
	KEYS	1.38	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00099
	PIPE WRAP, INSULATION	49.94	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00166
	PIPE FITTINGS	35.90	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00198
	HOSE, FITTINGS	60.47	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00217
	FLOOR SQUEEGEES	49.98	SMALL TOOLS & HARDWARE	601.601.247		Rothermel		579 00464
	AIR COMPRESSOR FITTINGS	8.37	REP. & MAINT. - PLANT	601.601.221		Schantz		579 00147
	PVC FITTINGS	4.67	REP. & MAINT. - PLANT	601.601.221		Schantz		579 00326
	PIPE FITTING	1.48	REP. & MAINT. - PLANT	601.601.221		Schantz		579 00378
	CHRISTMAS LIGHTS	203.78	RECREATION SUPPLIES - O	201.201.242		Schieffer		579 00220
	SIGN PAINT	29.90	REP. & MAINT. - BUILDING	201.201.223		Steinberg		579 00008
	BOATDOCK BATHROOM REPAIR	21.30	REP. & MAINT. - BUILDING	201.201.223		Steinberg		579 00040
	BOATDOCK BATHROOM REPAIR	21.30	REP. & MAINT. - BUILDING	201.201.223		Steinberg		579 00203
	BOATDOCK BATHROOM REPAIR	146.45	REP. & MAINT. - BUILDING	201.201.223		Steinberg		579 00233
	BOATDOCK BATHROOM REPAIR	15.09	REP. & MAINT. - BUILDING	201.201.223		Steinberg		579 00247
	BATHROOM ROOF REPAIRS	64.96	REP. & MAINT. - BUILDING	201.201.223		Thompson		579 00214
	BOATRAMP BATHROOM REPAIR	241.80	REP. & MAINT. - BUILDING	201.201.223		Thompson		579 00358
	HOLIDAY DECORATIONS	15.93	RECREATION SUPPLIES - O	201.201.242		Walsh		579 00318
	JANITORIAL SUPPLIES	18.85	JANITORIAL SUPPLIES	101.142.236		Yankton Librar		579 00315
	MEAD TREE	14.95	SPECIAL EVENTS - ACTIVIT	211.231.575		Youmans		579 00133
		5,388.77	*VENDOR TOTAL					
MERIDIAN EYE CARE								
	PRE EMPLOYMENT PHYSICAL	50.00	PROFESSIONAL SERVICES	101.111.202		Bailey		579 00489
MIDWEST LABORATORIES I								
	SAMPLE TESTING	742.69	PROFESSIONAL SERVICES	611.611.202		Hanson		579 00338
MIDWEST RADIATOR								
	SNOWPLOW BLADE	210.00	REP. & MAINT. -VEHICLES	201.201.222		Jensen		579 00446
MUTT MITT								
	MUTT MITTS	2,939.74	RECREATION SUPPLIES - O	201.201.242		McHenry		579 00252
NAPA AUTO PARTS								
	TRUCK OIL	45.96	REP. & MAINT. -VEHICLES	201.201.222		Jensen		579 00048
	KUBOTA REPAIRS	13.67	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00184

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
NAPA AUTO PARTS								
	SWEeper REPAIRS	16.00	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00213
	TRAILER LIGHT	13.27	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00457
	LOOM POLY SPLIT	19.00	GARAGE PARTS	801.801.249		Kulhavy		579 00158
	BACK UP ALARMS	130.96	GARAGE PARTS	801.801.249		Kulhavy		579 00292
	ENDCAPS	203.25	GARAGE PARTS	801.801.249		Kulhavy		579 00300
	PUSH PULL	6.40	GARAGE PARTS	801.801.249		Nowak		579 00228
	LAMP AND BELT FOR MOWER	48.49	GARAGE PARTS	801.801.249		Nowak		579 00275
	BEARING HOUSING	119.64	REP. & MAINT. - PLANT	601.601.221		Peterson		579 00020
	OIL FILTERS	77.42	REP. & MAINT. - PLANT	601.601.221		Peterson		579 00302
	FILTER WRENCH	51.99	REP. & MAINT. - PLANT	601.601.221		Peterson		579 00303
	FUEL FILTER	32.96	REP. & MAINT. - PLANT	601.601.221		Peterson		579 00329
	BEARING, PULLEY	87.15	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00134
	BELTS	29.65	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00138
	PULLEY, PUMP	139.20	REP. & MAINT. - PLANT	601.601.221		Rothermel		579 00181
	SLEEVE RETAINER	9.06	GARAGE PARTS	801.801.249		Ryken		579 00063
		1,044.07	*VENDOR TOTAL					
NBS CALIBRATIONS								
	SCALE CALIBRATION	201.00	PROFESSIONAL SERVICES	611.611.202		Hanson		579 00258
NORTHTOWN AUTOMOTIVE								
	TANK AND CAP	44.85	GARAGE PARTS	801.801.249		Kulhavy		579 00255
NRA MEMBERSHIP INTERNE								
	NRA DUES	20.00	MEMBERSHIP DUES	101.111.261		Rothenberger		579 00277
	NRA DUES	20.00	MEMBERSHIP DUES	101.111.261		Rothenberger		579 00289
		40.00	*VENDOR TOTAL					
OLSONS PEST TECHNICIAN								
	PEST CONTROL	185.00	PROFESSIONAL SERVICES	202.202.202		McHenry		579 00061
	PEST CONTROL	93.00	PROFESSIONAL SERVICES	101.142.202		Schmidt		579 00335
		278.00	*VENDOR TOTAL					
OREILLY 3232								
	STABILIZER	17.99	GARAGE PARTS	801.801.249		Kulhavy		579 00069
	KEY CHAINS, BRAKE GREASE	43.93	GARAGE PARTS	801.801.249		Kulhavy		579 00146
	BED COATING	14.99	GARAGE PARTS	801.801.249		Kulhavy		579 00225
	FUSE HOLDER	15.98	GARAGE PARTS	801.801.249		Kulhavy		579 00256
	DISC PAD SET & ROTORS	763.18	GARAGE PARTS	801.801.249		Kulhavy		579 00353
	DISC PAD SET & ROTORS	763.18	GARAGE PARTS	801.801.249		Kulhavy		579 00362
	JUMP STARTER	189.99	SMALL TOOLS & HARDWARE	801.801.247		Kulhavy		579 00448
	BED COATING	14.99	GARAGE PARTS	801.801.249		Kulhavy		579 00470
		1,824.23	*VENDOR TOTAL					
OTC BRANDS INC								
	PARADE OF LIGHTS	234.48	SPECIAL EVENTS - ACTIVIT	211.231.575		Wattier		579 00152
OVERDRIVE DIST								
	E-BOOKS	2,884.42	E-BOOKS	101.142.209		Schmidt		579 00290

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
PFEIFER IMPLEMENT CO.	EQUIPMENT REPAIRS	128.85	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00218
PFS HEALTHWORKS	CDL TESTING	35.18	PROFESSIONAL SERVICES	201.201.202		Bailey		579 00143
	CDL TESTING	35.18	PROFESSIONAL SERVICES	101.123.202		Bailey		579 00144
		70.36	*VENDOR TOTAL					
PHILLIPS 66 - CORNER P	TRAVEL EXPENSE	53.01	TRAVEL EXPENSE	201.201.263		Schieffer		579 00365
PLAYAWAY PRODUCTS LLC	WONDERBOOKS	784.55	AV - CAPITAL	101.142.342		Schmidt		579 00090
PRO AUTO INC	PLAYGROUND REPAIRS	49.50	REP. & MAINT. - BUILDING	201.201.223		Jensen		579 00003
QUILL CORPORATION	OFFICE SUPPLIES	65.63	OFFICE SUPPLIES	101.142.232		Schmidt		579 00178
RAMKOTA HOTEL & CONFER	SAFETY CONFERENCE	116.16	TRAVEL EXPENSE	201.201.263		Schieffer		579 00317
RIVERSIDE HYDRAULICS I	QUICK COUPLER	127.76	GARAGE PARTS	801.801.249		Nowak		579 00264
	HYDRAULIC CYLINDER	425.06	GARAGE PARTS	801.801.249		Potts		579 00403
		552.82	*VENDOR TOTAL					
SD PROPERTY MANAGEMENT	FLAGS	293.04	RECREATION SUPPLIES - O	201.201.242		Kirchner		579 00121
SDSPLS	MEMBERSHIP DUES	115.00	MEMBERSHIP DUES	101.122.261		Bailey		579 00343
SHELL OIL10015518011	FUEL	34.20	TRAVEL EXPENSE	101.111.263		Yankton Police		579 00093
SMARTSIGN	SIGNS	379.23	ROAD MATERIALS	101.123.239		Potts		579 00265
SP EXC-SUPPLY	FLOOR CLEANER AND TOOLS	119.82	JANITORIAL SUPPLIES	101.125.236		Homstad		579 00445
SP POOLWEB COM	POOL LINE SAVER	195.04	RECREATION SUPPLIES	203.203.242		McHenry		579 00452
SP VIBE.US	DIGITAL LITERACY GRANT	3,955.00	DIGITAL LITERACY GRANT	701.701.319		Schmidt		579 00206

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
SQ HANSEN LOCKSMITHIN	KEYS	30.00	REP. & MAINT. - BUILDING	601.601.223		Homstad		579 00418
	KEYS AND KEY TAGS	11.10	GARAGE PARTS	801.801.249		Nowak		579 00119
		41.10	*VENDOR TOTAL					
STORE	TRAVEL EXPENSE	11.57	TRAVEL EXPENSE	101.111.263		Yankton Police		579 00202
STURDEVANTS-YANKTON #1	TRUCK SUPPLIES	25.99	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00038
	KUBOTA REPAIRS	6.79	REP. & MAINT. - EQUIPMEN	204.204.221		Jensen		579 00267
	EQUIPMENT REPAIR	9.99	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00270
	MOTOR OIL	18.99	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00274
	EQUIPMENT REPAIR	10.64	REP. & MAINT. - BUILDING	201.201.223		Jensen		579 00282
	TRUCK REPAIRS	259.00	REP. & MAINT. -VEHICLES	201.201.222		Jensen		579 00344
	TRUCK REPAIRS	70.56	REP. & MAINT. -VEHICLES	201.201.222		Jensen		579 00349
	KUBOTA REPAIRS	18.99	REP. & MAINT. - EQUIPMEN	204.204.221		Jensen		579 00420
	AIR FILTER	40.88	GARAGE PARTS	801.801.249		Nowak		579 00141
	WIPER BLADES	21.98	GARAGE PARTS	801.801.249		Nowak		579 00154
	OIL FILTERS	148.22	GARAGE PARTS	801.801.249		Potts		579 00064
	FILTERS	871.22	GARAGE PARTS	801.801.249		Potts		579 00168
	HARDWARE	15.11	SMALL TOOLS & HARDWARE	201.201.247		Steinberg		579 00319
		1,518.36	*VENDOR TOTAL					
SUBWAY 44833	TRAVEL EXPENSE	11.32	TRAVEL EXPENSE	203.203.263		Wattier		579 00346
TACO BELL #31429	TRAVEL EXPENSE	7.49	TRAVEL EXPENSE	201.201.263		Schieffer		579 00325
THE TABLE	TRAVEL EXPENSE	22.02	TRAVEL EXPENSE	101.111.263		Rothenberger		579 00187
THE UPS STORE 6716	ADVERTISING MAILERS	5,600.00	ADVERTISING	203.203.211		McHenry		579 00413
	POSTAGE	14.27	POSTAGE	101.111.231		Rothenberger		579 00485
		5,614.27	*VENDOR TOTAL					
TITAN MACHINERY-YANKTO	BOBCAT REPAIRS	52.74	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00136
	AIR FILTERS	150.12	GARAGE PARTS	801.801.249		Nowak		579 00125
		202.86	*VENDOR TOTAL					
TMA YANKTON	TRAILER REPAIRS	94.50	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00190
	BOBCAT REPAIRS	1,003.76	REP. & MAINT. - EQUIPMEN	201.201.221		Jensen		579 00254
	TIRES	130.00	REP. & MAINT. - EQUIPMEN	204.204.221		Jensen		579 00307
	TIRES	638.08	GARAGE PARTS	801.801.249		Kulhavy		579 00081
	ALIGNMENT	83.15	GARAGE PARTS	801.801.249		Kulhavy		579 00101
	ALIGNMENT	83.15	GARAGE PARTS	801.801.249		Kulhavy		579 00230
	TIRES	546.52	GARAGE PARTS	801.801.249		Kulhavy		579 00296

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
TMA YANKTON	TIRES	708.00	GARAGE PARTS	801.801.249		Kulhavy		579 00368
		3,287.16	*VENDOR TOTAL					
TRACTOR-SUPPLY-CO #026	K-9 SUPPLIES	88.99	K-9 UNIT MEDICAL CARE	101.111.246		Wilson		579 00002
TRK HOSTING	INTERNET ACCESS	7.95	INTERNET ACCESS	101.105.270		Johnson		579 00235
TRUCK TRAILER SALES &	CLAMP	51.57	GARAGE PARTS	801.801.249		Kulhavy		579 00474
	PLUG IN AND SOCKET	64.34	GARAGE PARTS	801.801.249		Nowak		579 00011
	STARTER	122.60	GARAGE PARTS	801.801.249		Nowak		579 00082
	MOTOR, CYLINDER, SWITCH	406.50	GARAGE PARTS	801.801.249		Nowak		579 00279
	TEMPERATURE SENSOR	85.00	GARAGE PARTS	801.801.249		Nowak		579 00311
	HUB CAPS	31.25	GARAGE PARTS	801.801.249		Nowak		579 00379
	CAP	36.03	GARAGE PARTS	801.801.249		Nowak		579 00398
		797.29	*VENDOR TOTAL					
ULINE SHIP SUPPLIES	DRY ERASE BOARDS	1,195.82	EQUIPMENT	101.102.350		Bies		579 00272
USABLUEBOOK	PH ELECTRODE	715.16	REP. & MAINT. - PLANT	611.611.221		Hoilien		579 00234
USCUTTER	VINYL	27.60	PROFESSIONAL SERVICES	101.102.202		Homstad		579 00211
USPS PO BOXES ONLINE	PO BOX RENEWAL	226.00	POSTAGE	101.104.231		Yardley		579 00155
USPS PO 4698100078	POSTAGE	22.75	POSTAGE	203.203.231		McHenry		579 00186
	POSTAGE	20.10	POSTAGE	101.111.231		O'Farrell		579 00070
	POSTAGE	19.25	POSTAGE	101.111.231		Osborne		579 00328
	POSTAGE	15.35	POSTAGE	101.111.231		Rothenberger		579 00456
		77.45	*VENDOR TOTAL					
VIDDLER INC	VIDEO HOSTING	41.49	PROFESSIONAL SERVICES	101.101.202		Johnson		579 00199
VWR INTERNATIONAL INC	LAB SUPPLIES	184.92	MEDICAL, SAFETY, & LAB. S	611.611.243		Hoilien		579 00015
	LAB TOOLS	76.72	MEDICAL, SAFETY, & LAB. S	611.611.243		Hoilien		579 00177
	LAB SUPPLIES	259.40	MEDICAL, SAFETY, & LAB. S	611.611.243		Hoilien		579 00180
	LAB SUPPLIES	49.83	MEDICAL, SAFETY, & LAB. S	611.611.243		Hoilien		579 00245
	LAB SUPPLIES	376.18	MEDICAL, SAFETY, & LAB. S	611.611.243		Hoilien		579 00461
		947.05	*VENDOR TOTAL					

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
VZWRLSS MY VZ VB P								
	INTERNET ACCESS	1,067.30	INTERNET ACCESS	101.105.270		Johnson		579 00027
	CARRYING CASE	80.02	PROFESSIONAL SERV.-VOLUN	101.114.202		Johnson		579 00035
	INTERNET ACCESS	57.88	INTERNET ACCESS	101.105.270		Johnson		579 00050
	INTERNET ACCESS	80.02	INTERNET ACCESS	101.105.270		Johnson		579 00053
		1,285.22	*VENDOR TOTAL					
WAL-MART #1483								
	OFFICE SUPPLIES	33.27	OFFICE SUPPLIES	601.601.232		Chytka		579 00248
	DVDS	32.92	AV - CAPITAL	101.142.342		Dobrovolny		579 00017
	PRINTER INK	59.00	OFFICE SUPPLIES	101.123.232		Goeden		579 00159
	EYE GLASS WIPES	22.88	MEDICAL & SAFETY SUPPLIE	101.123.243		Goeden		579 00451
	OFFICE SUPPLIES	52.09	OFFICE SUPPLIES	611.611.232		Hanson		579 00479
	TOTE BOX, PENS, SHARPIES	15.75	OFFICE SUPPLIES	101.106.232		Kuenzli		579 00226
	PLANNERS	78.06	OFFICE SUPPLIES	101.111.232		Rothenberger		579 00068
	TRIPOD FOR PHONE	24.98	OFFICE SUPPLIES	101.111.232		Rothenberger		579 00118
	SAFETY SUPPLIES	7.81	MEDICAL,SAFETY, & LAB. S	601.601.243		Rothermel		579 00165
	GATORADE	29.88	MISCELLANEOUS CONCESSION	203.203.728		Wattier		579 00131
	FRUIT FRIDAYS	27.59	RECREATION SUPPLIES	203.203.242		Wattier		579 00132
	FRUIT FRIDAY	87.48	RECREATION SUPPLIES	203.203.242		Wattier		579 00221
	MEAD TREE	34.99	SPECIAL EVENTS - ACTIVIT	211.231.575		Youmans		579 00156
		506.70	*VENDOR TOTAL					
WALGREENS #9806								
	AFTER CALL LICE SUPPLIES	76.44	REP. & MAINT. - EQUIPMEN	101.111.221		Hansen		579 00463
	OFFICE SUPPLIES	6.90	OFFICE SUPPLIES	203.203.232		Wattier		579 00308
	K9 SHAMPOO	11.49	REP. & MAINT. - EQUIPMEN	101.111.221		Wilson		579 00447
		94.83	*VENDOR TOTAL					
WALMART.COM								
	PROGRAM SUPPLIES	81.31	PROGRAM SUPPLIES	101.142.242		Schmidt		579 00194
	PROGRAM SUPPLIES	71.15	PROGRAM SUPPLIES	101.142.242		Schmidt		579 00394
	TV FOR MEETING ROOM B	998.00	EQUIPMENT	101.105.350		Yardley		579 00046
		1,150.46	*VENDOR TOTAL					
WALMART.COM 8009666546								
	OFFICE SUPPLIES	77.83	OFFICE SUPPLIES	101.104.232		Yardley		579 00085
WM SUPERCENTER #1483								
	EMPLOYEE APPRECIATION	98.61	PROFESSIONAL SERVICES	101.107.202		Bailey		579 00333
	MASKS	11.36	MEDICAL & SAFETY SUPPLIE	101.123.243		Goeden		579 00298
	OFFICE SUPPLIES	51.48	OFFICE SUPPLIES	201.201.232		Kortan		579 00055
	SMOKE DETECTORS	298.44	PREVENTION	101.114.268		Linke		579 00306
	GATORADE	37.40	MISCELLANEOUS CONCESSION	203.203.728		Wattier		579 00356
	FRUIT FRIDAY	77.78	RECREATION SUPPLIES	203.203.242		Wattier		579 00357
	PROGRAM SUPPLIES	29.14	PROGRAM SUPPLIES	101.142.242		Yankton Librar		579 00229
		604.21	*VENDOR TOTAL					
YANKTON AOX								
	CUTTING BLADE	474.12	GARAGE PARTS	801.801.249		Kulhavy		579 00271

Credit Card Schedule of Bills

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
YANKTON AOX	PROPANE	148.65	CHEMICALS & GASES	801.801.240		Nowak		579 00012
		622.77	*VENDOR TOTAL					
YANKTON JANITORIAL	JANITORIAL SUPPLIES	133.60	JANITORIAL SUPPLIES	611.611.236		Hanson		579 00478
	FLOOR PADS	169.50	JANITORIAL SUPPLIES	101.125.236		Homstad		579 00467
	FLOOR BUFF SPRAY	24.00	JANITORIAL SUPPLIES	101.141.236		Mastalir		579 00059
	TOILET PAPER, TRASH BAGS	205.95	JANITORIAL SUPPLIES	101.125.236		Mastalir		579 00130
	JANITORIAL SUPPLIES	105.60	JANITORIAL SUPPLIES	101.141.236		Mastalir		579 00210
	TOWELS, FLOOR CLEANER	45.40	JANITORIAL SUPPLIES	101.141.236		Mastalir		579 00487
	HAND SANITIZER FOAM	29.95	OFFICE SUPPLIES	637.637.232		Potts		579 00216
		714.00	*VENDOR TOTAL					
YANKTON MEDIA INC	SUBSCRIPTION	8.99	SUBSCRIPTIONS & PUBLICAT	203.203.235		McHenry		579 00100
YANKTON MEDICAL CLINIC	PRE EMPLOYMENT PHYSICALS	1,383.00	PROFESSIONAL SERVICES	101.111.202		Bailey		579 00126
	PRE EMPLOYMENT PHYSICALS	442.00	PROFESSIONAL SERVICES -	101.104.202		Bailey		579 00127
	PERSONNEL PHYSICALS	2,041.00	EXAMINATIONS	101.114.205		Bailey		579 00129
		3,866.00	*VENDOR TOTAL					
YANKTON RADIO GROUP	TOUCH A TRUCK	160.00	SPECIAL EVENTS - ACTIVIT	211.231.575		McHenry		579 00419
YANKTON THRIVE	SERVICE AWARDS	400.00	EMPLOYEE COMMITTEE	101.107.141		Bailey		579 00163
YANKTON WINNELSON CO	POOL REPAIRS	171.40	REP. & MAINT. - BUILDING	202.202.223		Groves		579 00067
	PARK REPAIRS	33.45	REP. & MAINT. - BUILDING	201.201.223		Pavel		579 00458
		204.85	*VENDOR TOTAL					
ZORO TOOLS INC	LOCKS	333.60	REP. & MAINT. - BUILDING	601.601.223		Homstad		579 00042
	WEATHER COVER	40.80	REP. & MAINT. - BUILDING	101.123.223		Homstad		579 00249
	FLOOR PADS	42.45	JANITORIAL SUPPLIES	101.125.236		Homstad		579 00468
	FLOOR BUFFER SUPPLIES	40.73	JANITORIAL SUPPLIES	101.125.236		Homstad		579 00482
	PARKS SUPPLIES	17.25	REP. & MAINT. - BUILDING	201.201.223		Kirchner		579 00007
		474.83	*VENDOR TOTAL					
1 OFFICE SOLUTION	OFFICE SUPPLIES	40.12	OFFICE SUPPLIES	101.127.232		Roinstad		579 00391
232 HARDEES PIERRE	TRAVEL EXPENSE	29.14	TRAVEL EXPENSE	101.111.263		O'Farrell		579 00465
4IMPRINT, INC	PROMOTIONAL	776.92	PUBLIC EDUCATION EXPENDI	101.111.251		Bailey		579 00039

Credit Card Schedule of Bills

VENDOR NAME								
DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID LINE
REPORT TOTALS:	96,687.62							

RECORDS PRINTED - 000488

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	35,801.06
201	PARKS AND RECREATION	13,659.79
202	HUETHER FAMILY AQUATICS CTR	734.52
203	SUMMIT ACTIVITY CENTER	7,149.07
204	MARNE CREEK	460.85
208	911/DISPATCH	392.38
211	LODGING SALES TAX	10,391.18
516	MEAD PROPERTY DEVELOPMENT	256.25
601	WATER OPERATION	5,570.71
611	WASTE WATER OPERATION	7,061.69
621	CEMETERY OPERATION	299.99
631	SOLID WASTE	76.63
637	JOINT POWER	197.67
701	LIBRARY TRUST	5,102.05
801	CENTRAL GARAGE	9,533.78
TOTAL ALL FUNDS		96,687.62

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	96,687.62
TOTAL ALL BANKS		96,687.62

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

DATE APPROVED BY

.....

.....



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 58 NUMBER 23

Commission Information Memorandum

The Yankton City Commission meeting on Monday, December 11, 2023 will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Finance Department Update

Video Lottery Update: The Finance Office received two Uniform Alcoholic Beverage License Applications from Upper Deck for RL-6101 and RB-3364 where Upper Deck is completing a size reduction in order to activate their video lottery on their RL license. Per the State's guidelines, this is not considered a transfer and City Commission approval is not required for a size reduction of an alcohol license. In turn, this will create two video lottery establishments. Video lottery is already attached to the Upper Deck's retail (on-off sale) malt beverage "RB" license so will not affect the pending video lottery ordinance.

On December 1, our credit card processing system with Payment Services Network (PSN) was having technical difficulties. Staff did their best to direct customers to pay with cash or check. This affects credit card terminals at the Finance Office, Police Department, and Landfill Transfer Station.

The 2024 holiday recycling calendar is planned to be mailed with our December 19th utility bills. Copies of the calendar are available now at the Finance Office.

Finance Office personnel is working on fiscal year-end activities such as payroll end-of-year assistance, liability insurance renewal asset oversight, general ledger accounting allocations, outstanding check reconciliations, and multiple other end-of-year reports.

Our auditors are still following up on 2022 audit questions. There has been a deeper dive into City leases and agreements due to Governmental Accounting Standards Board GASB 87 - a new lease accounting standard. There is no longer a distinction between operating and capital leases. All leases with a minimum noncancelable term of 12 months or more should now be recognized on the Statement of Financial Position.

As a follow up from our last meeting's utility write off approval. The following are explanations of the reasons used on the list:

- Skipped – customer has left town with no forwarding address and all attempts to locate them have been unsuccessful.
- Imprisonment – customer in prison - unable to collect.
- Bankruptcy – no legal ability to collect.

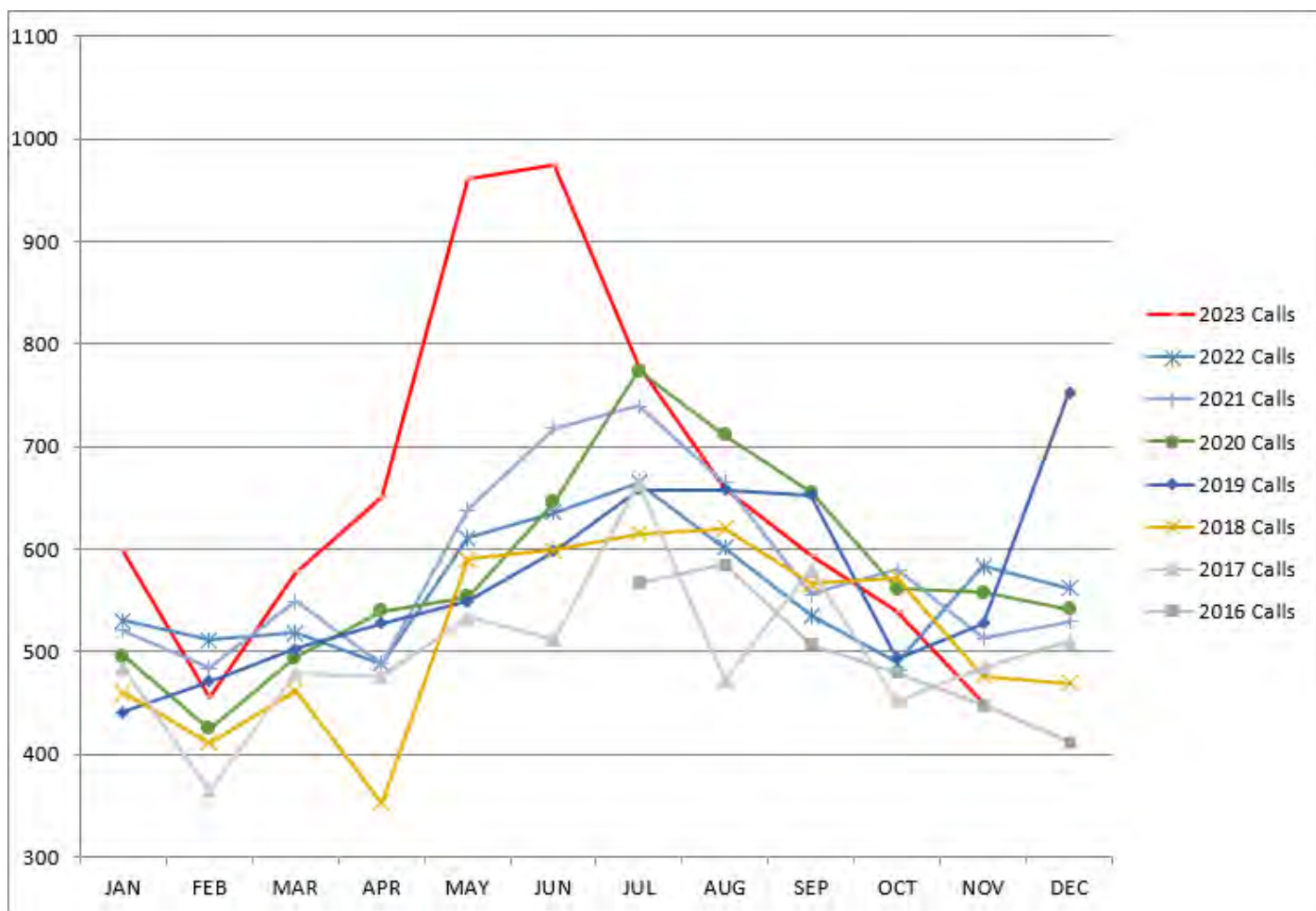
- Deceased – no assets at time of death to allow collection.
- Uncollectible – the collection agency has made numerous contacts with the customer but is unable to obtain payment. The agency notes that the individuals are uncooperative, refuse payment, are often credit abusers and cannot force payment. Litigation is at times filed to garnish wages but these attempts are unsuccessful.
- Credit abuser – term used for a customer with multiple outstanding bills and little chance of collecting.
- Outlawed – the judgement is past ten years or the bill without a judgement is past six years and expired. Credit collection is unable to enforce and deems uncollectible.

With the exception of bankruptcy and death, the City of Yankton maintains all write off information. If the customer tries to set up new utility account, we require the write off amount plus a deposit to be paid before service begins.

Please see the enclosed Monthly Finance Report for November.

2) Information & Technology Services Update

911 calls for 2023 thru November are up 17.3%.



3) Parks and Recreation Department Update

Enclosed in your packet is an update on the various activities in the Parks & Recreation Department.

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

We continue to accept applications for full time Police Officers. This position will remain open until it is filled. Interested applicants can visit cityofyankton.org (click on Employment tab) or contact the Human Resource Department.

We are still accepting applications for Sanitation Truck Operator which is open until filled. We are currently accepting applications for the Engineering Technician/Project Manager position. The first review of applications will be on January 2, 2024.

We continue to accept applications for Part Time Lifeguard and Water Safety Instructors for the Summit Activities Center/Parks and Recreation Department.

The City of Yankton’s December presentation by Well 365 out of Sioux Falls will focus on remembering your why/addressing burnout. During this session, staff will have the opportunity to learn that everyone feels overwhelmed or stretched thin sometimes. When relentless stress pushes us into a debilitating state, we call it burnout. The presentation will offer ideas to address and cope with burnout.

The Gingerbread Decorating Contest was held November 30th. Teams from several departments competed for bragging rights of the best. Community Development took home the win! The decorated gingerbread houses were on display at the employee Christmas party.

The City of Yankton Employee Christmas Party was held Friday, December 1 at Meridian Venue in the Meridian District. Big thanks to Meridian Venue, Counterfeit Catering, Mojo’s Bar and Emcee Jeff Erickson for making the party a success.

Colleen Bailey was selected from a strong group of nominated candidates to be the 2023 Employee of the Year for her continued efforts to make the City of Yankton such a wonderful place to work. We wish Colleen a huge “Congratulations!” for a well-deserved honor.

The following individuals were recognized for their years of service:

15 YEARS

Dylan Gobel – Public Works
Les Kirchner – Parks and Recreation
Dwayne Schantz – Environmental Services

25 YEARS

Rob Buechler – Police Department
Sarah O’Farrell – Police Department
Jason Foote – Police Department

30 YEARS

Chris Bornitz – Parks and Recreation

35 YEARS

Dan Frick – Public Works
Dave Kuehler – Environmental Services

40 YEARS

Roger Schroeder – Public Works

5) **Library Update**

The Yankton Community Library (YCL) strives to offer the community a wide array of services and materials! One of the things YCL offers is Book-a-Librarian services for patrons in need of technology assistance. Whether looking for help on our Libby or Librista apps, learning how to navigate a new device, or other technology questions, the library is here to help! Patrons can call, email or stop at the front desk to schedule a Book-a-Librarian session. We generally see an

uptick in this service after the holidays when individuals have been gifted new technology items. Our library staff are comfortable with technology and doing basic trouble shooting but also seek out regular training to stay familiar with current and up-and-coming technology.

YCL also offers NASA backpacks for check out on adult library cards. Included in each backpack is a telescope to view the night sky, a planisphere to chart the stars, fun and informational books, and other activities for the family. These NASA backpacks were funded through the NASA @ My Library grant, a STEM education initiative created to increase and enhance STEAM learning opportunities for library patrons throughout the nation.

Some of the many other fun things to check out at the library are day passes to the MEAD, Summit Center and Huether Family Aquatics Center, LEGO kits, Toy Bins, and so much more! Stop by the library or check out our Facebook page to find out more about what the library offers.

6) Public Works Department Update

Street Department crews are routing and crack filling joints on the asphalt streets throughout town. The street sweepers are also in operation with the mild weather.

Christmas Day Holiday Garbage & Recycling Collection Schedule: There will be no solid waste collection on Monday, December 25 due to the Christmas Holiday. All Monday and Tuesday routes will be collected on Tuesday, December 26. All other routes will be collected as scheduled. The Transfer Station will be closed on Monday, December 25.

The City of Yankton reminds residents that wrapping paper, holiday cards, Styrofoam, and packing peanuts cannot be placed in the recycle cart for pickup. Wrapping paper and cards most often have glitter or other decorative objects that are not recyclable. If any of these items are with your recycling, they will not be picked up. The above items need to be placed in your regular garbage. The City of Yankton thanks the residents for their cooperation.

New Year's Day Holiday Garbage & Recycling Collection Schedule: There will be no solid waste collection on Monday, January 1, 2024 due to the New Year's Holiday. All Monday and Tuesday routes will be collected on Tuesday, January 2. All other routes will be collected as scheduled. The Transfer Station will be closed on Monday, January 1.

The City of Yankton will have a one-time pickup of live Christmas trees on Monday, January 8. The City is asking Yankton residents to place live Christmas trees by the **front curb no later than 7:00 A.M.** on Monday, January 8 as there will be **no** live Christmas tree pick up in alleys. In addition, there will be a live Christmas tree drop-off point for Yankton residents at the after-hours yard waste location at the east gate of the Transfer Station. Live Christmas trees can also be taken to the Yankton Transfer Station during regular business hours of Monday through Friday from 8:00 A.M. to 3:45 P.M. and on Saturday from 8:00 A.M. to 11:45 A.M.

2023 Projects: Other than minor unfinished items and/or warranty work, the 2023 street projects are complete. It was another successful year for street projects, and staff are pleased to have completed the work and opened the streets before the winter season hits.

2024 Projects: The engineering department has transitioned into the 2024 projects. Staff have been working on design, as time allowed, as the 2023 projects were finishing up. We anticipate the 2024 season being as busy as the 2023 season.

7) Community & Economic Development Department Update

The process of creating the new Comprehensive Development Plan has begun. The Commission has already provided for the plan in the budget. The next step will be identifying a consultant / partner that will create the plan based on an extensive public input process. Included in this packet is the “Notice” and “Request for Proposals” (RFP) that went out last week. These were sent to state planning organizations in a multistate area. The RFP was also sent to some consultants in the region that have experience with the creation of these types of plans. The current 2003 plan has functioned very well for the city, and we are hopeful for similar success with the new effort that will help guide Yankton to 2045.

8) Environmental Services Department Update

Distribution staff and Feimer Construction personnel repaired a water main break in the intersection of 8th and Summit. The water was shut off for approximately three hours during the repair. The concrete street was repaired causing a partial closure of the intersection for two days.

Staff continues to work with Ferguson Waterworks and RMR Services on the water meter project. The contractor, RMR Services, is scheduled to begin installing meters on January 2. Most of the meters have been delivered. Water users will receive a letter if their water meter is scheduled to be replaced. Not all water meters will be replaced. The letter will include instructions to contact Ferguson and RMR Services to schedule an appointment to have the meter replaced. The first letters will go out mid-December to begin scheduling appointments for January.

As a reminder, the city owns only the meter. The service line from the water main to the meter is the property owner’s responsibility.

Yankton City Code Chapter 26, Sec. 26-5. - General authority of members of the department of utilities.

(a) The director of municipal utilities or other officer or employee of the department of utilities, shall have the power to enter the premises or building of any consumer at any reasonable hour for the purpose of reading, removing, installing, testing, or repairing water meters or for examining piping.

(b) The director of municipal utilities or other officer or employee of the department of utilities shall have the power to shut the water off from any premises for nonpayment of water bills or to enforce the repair of the service line between the water main and the water meter, or to prevent the waste of water.

(c) The director of municipal utilities or other officer or employee of the department of utilities shall have the right to shut off the water from any water main for the purpose of repairs or improvements.

9) Police Department Update

We participated in the first Mount Marty First Responder Job Fair along with the Human Resources Department on November 29. HR prepared a trifold with photos and information about working for the City of Yankton Police Department. Many students stopped by to visit.

We are excited about the prospect of hiring some applicants from Mount Marty University in the future.

Officers had a great time participating in the Holiday Festival of Lights. Decorating and planning for events that the community enjoys puts a smile on the faces of our officers. This year we partnered with the Yankton County Sheriff's Office in the parade.

Officers attended the drug court graduation which was held on December 6. The graduation ceremony is to show those who have participated in this program that they are supported by law enforcement in their efforts to stay sober and be a productive member of this community.

The Kids, Cops, and Christmas event is being planned and prepared for by School Resource Officers Skyler Russenberger and Jeremy Olson, taking kids shopping to buy presents either for themselves or family members.

10) Fire Department Update

Some new additional officers will begin leadership roles on January 1st. They are 2nd Assistant Chief Brad Moser, and Captains Kasey Hofer and Cole Blom. Chief Linke is working with the Assistant Chiefs and Captains to develop "Command Teams" with the intent of having two Chiefs or Captains on call most of the time. The Command Teams will assist with handling routine nonemergency incidents on evenings and weekends. They will also be responsible for filling in Incident Command roles at larger incidents requiring the entire department to respond. Strategically, having more officers take on administrative and operational roles enhances the "bench depth" of leadership for succession management with the department.

11) Monthly reports

The Building, Salary and Yankton Police Department monthly reports are included for your review. Also included are the notes from the Yankton Park 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.

Please note that there will be no CIM for the December 21 meeting. CIM's will resume as per usual in January. Merry Christmas!

Sincerely,

Amy Leon
City Manager

FINANCE MONTHLY REPORT

ACTIVITY	NOVEMBER 2023	NOVEMBER 2022	NOV 2023 YTD	NOV 2022 YTD
UTILITY BILLING:				
Water				
Water Sold (in gallons per 1,000)	49,800 M	58,740 M	708,102 M	727,452 M
Water Billed	\$549,502.94	\$609,891.43	\$7,098,842.89	\$7,187,742.97
Basic Water Fee/Rate per 1000 gal	\$27.51/\$6.30	\$27.51/\$6.30		
Number of Accounts Billed	5,712	5,667	61,973	61,388
Number of Bills Mailed	5,712	5,667	61,973	61,388
Total Meters Read	6,000	5,954	65,798	65,200
Meter Changes/pulled	3	6	70	57
Total Days Meter Reading	1	1	11	11
Misreads found prior to billing	0	0	0	0
Customers requesting Rereads	0	0	0	1
Sewer				
Sewer Billed	\$427,061.42	\$405,431.67	\$4,441,790.14	\$4,131,933.39
Basic Sewer Fee/Rate per 1000 gal	\$23.84/\$6.80	\$17.53/\$6.80		
Solid Waste				
Solid Waste Billed	\$121,786.62	110,171.34	\$1,224,812.79	\$1,204,581.08
Basic Solid Waste Fee	\$26.00	\$23.61		
Tax Billed	\$7,525.59	\$7,125.05	\$77,549.08	\$77,889.89
Misc. Billed	\$720.00	\$480.00	\$12,418.40	\$12,600.00
Total Utility Billing:	\$1,106,596.57	\$1,133,099.49	\$12,855,413.30	\$12,614,747.33
Adjustment Total:	(\$170.00)	(\$110.00)	(\$1,697.60)	(\$3,771.91)
Misread Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Other Adjustments	\$0.00	\$0.00	(\$787.60)	(\$2,381.91)
Penalty Adjustments OFF	(\$210.00)	(\$150.00)	(\$1,420.00)	(\$1,650.00)
Penalty Adjustments ON	\$40.00	\$40.00	\$510.00	\$260.00
New Accounts/Connects	58	49	849	826
Accounts Finaled/Disconnects	140	132	655	725
New Accounts Set up	9	4	53	47
Delinquent Notices	382	354	4,295	4,308
Doorknockers	198	169	1,628	1,562
Delinquent Call List	124	111	1,113	782
Notice of Termination Letters	7	3	99	105
Shut-off for Non-payment	4	3	59	57
Delinquent Notice Penalties	\$3,820.00	\$3,540.00	\$42,950.00	\$43,080.00
Doorknocker Penalties	\$1,980.00	\$1,690.00	\$16,280.00	\$15,620.00
Other Office Functions:				
Interest Income	\$249,613.48	\$176,259.71	\$2,533,577.04	\$879,010.99
Interest Rate-Checking Account	5.74%	4.13%		
Interest Rate-CDs	N/A	N/A		
# of Monthly Vendor Checks	112	114		
Payments Issued to Vendors	\$3,496,382.89	\$4,802,792.62	\$36,585,884.46	\$34,570,010.78
# of Employees on Payroll	193	188		
Monthly Payroll	\$533,224.73	\$500,691.10	\$6,876,269.77	\$6,220,973.35

Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS

Summit Activities Center Membership Information:

	Current members	Last	Change	Current memberships
○ Active & Fit/Renew Active/Silver Sneakers	156	153	3	156
○ Adult Annual	118	121	-3	118
○ Adult Annual plus 1	22	18	4	11
○ Adult Annual plus 2	6	3	3	2
○ Adult Annual plus 3	4	0	4	1
○ Adult Annual plus 4	5	5	0	1
○ Adult Annual plus 5	6	6	0	1
○ Adult Annual plus 6	0	0	0	0
○ Adult EFT	32	35	-3	32
○ Adult EFT plus 1	18	16	2	9
○ Adult EFT plus 2	3	3	0	1
○ Adult EFT plus 3	12	8	4	3
○ Adult EFT plus 4	5	5	0	1
○ Adult EFT plus 5	0	0	0	0
○ Adult EFT plus 6	0	0	0	0
○ Adult Monthly	108	100	8	108
○ Adult Monthly plus 1	24	42	-18	12
○ Adult Monthly plus 2	15	18	-3	5
○ Adult Monthly plus 3	12	12	0	3
○ Adult Monthly plus 4	5	15	-10	1
○ Adult Monthly plus 5	0	0	0	0
○ Adult Monthly plus 6	0	0	0	0
○ City of Yankton Single	67	63	4	67
○ Firefighter Single	19	19	0	19
○ 10 Use Punch card	41	38	3	41
○ Radio	41	41	0	41
○ Youth Annual	43	44	-1	43
○ Youth EFT	0	0	0	0
○ Youth Monthly	89	98	-9	89
Total # of Active Memberships	851	863	-12	765

- Mid-February 2023- total memberships, which were all individual, peaked at 861.
 - Last year at the end of December, we had 788 active memberships, which were all individual.
 - In December of 2019 (pre-pandemic), we had 1,089 memberships and 2,057 members.
- Attendance – 3,748 (2,517 SAC, 1,231 GL) compared to 3,128 (2,047 SAC, 1,081 GL).
For the month of November 7,462 (4,893 SAC, 2,569 GL) compared to 6,521 (4,322 SAC, 2,199 GL) in November 2022.
- Total Cash Revenue at the SAC 11/16-30/23 – \$15,825.28/\$36,245.59 compared to \$16,815.86/\$31,741.80 in November 2022.

Thursday November 16, 2023

- **Fall Swim Lessons Ended 2023**
 - Participants – 78 (88-2022)

Wednesday, November 22, 2023

- **No School Special 1:00-5:00 PM**
 - Participants – 39 (paid)

Thursday, November 23, 2023

- **SAC Closed – Thanksgiving**

Friday, November 24, 2023

- **City Staff Holiday**
- **SAC Opened 7:00 AM-8:00 PM**
- **No Fitness Classes**
- **No School Special 1:00-5:00 PM**
 - Participants – 55 (paid)

November 15-30, 2023

- **Day Pass Mailers used – 12.**
 - (38 total for this campaign)

Additional Information for Second Half of November:

- **Aqua Zumba**
 - Participation – 34 Participants (85 for the Month)
- **Barre**
 - Participation – 9 Participants (20 for the Month)
- **Power Abs**
 - Participation – 43 Participants (70 for the Month)

- **Power Yoga**
 - Participation – 16 Participants (41 for the Month)
- **Prime Time Senior Class**
 - Participation – 69 Participants (147 for the Month)
- **Strength & Flexibility**
 - Participation – 32 Participants (67 for the Month)
- **Tabata**
 - Participation – 48 Participants (74 for the Month)
- **Trim & Tone**
 - Participation – 30 Participants (51 for the Month)
- **Turbo Kick**
 - Participation – 8 Participants (18 for the Month)
- **Wake UP**
 - Participation – 33 Participants (66 for the Month)
- **Water Aerobics Classes**
 - Participation – 101 Participants (183 for the Month)
- **Work Out Express Class**
 - Participation – 6 Participants (9 for the Month)
- **Yoga**
 - Participation – 13 Participants (42 for the Month)
- **Zumba**
 - Participation – 22 Participants (51 for the Month)
- **Zumba Gold**
 - Participation – 59 Participants (114 for the Month)
- **Zumba Toning**
 - Participation – 8 Participants (10 for the Month)
- **Birthday Party Rentals**
 - Participation – 7 Birthday Parties (10 for the Month)
- **Private Pool Party Rentals**
 - Hours Rented – 1 Hours (1 for the Month)

- **Auxiliary/Main Gym Rentals**
 - Hours Rented – 3 Hours (16 for the Month)
- **Theater Rentals**
 - Hours Rented – 40 Hours (0 for the Month)
- **Meeting Rooms**
 - Hours Rented – 0 Hours (0 for the Month)
- **City Hall Rentals**
 - Hours Rented – 14 Hours (24 for the Month)
- **Capital Building Rentals**
 - Days Rented – 0 (2 for the Month)
- **Park Shelters**
 - Riverside - 0 Rentals
 - Memorial – 0 Rentals
 - Westside – 0 Rental
 - Meridian Bridge – 0 Rental

PARKS

The City is working with the Yankton Optimist Club to have the Santa House for children's activities located at the Capitol Building in Riverside Park this December on a few weekends.

2023 Holiday Festival of Lights had 76 parade entries (compared to 63 in 2022) and it was a great event. Parks helped set-up, close the bridge, drive a float in the parade, and pick-up after the event.

For the holiday season, 2024 pass sales marketing of The Huether Family Aquatics Center- direct mailings through the post office for all 57078 zip codes, Facebook ads, Press & Dakotan ads. Passes are on sale for the 2023 rate until December 31.

Luke has begun evaluating musical acts for the 2024 season of Music at the Meridian.

Todd will coordinate the Dive In Yankton tax receipts letter for the 2023 donations over \$250. 2023 was the last year for most pledges as they were five-year commitments and began in 2019.

The parks staff have been removing snow and ice from city properties, sidewalks, and parking lots.

**Request for Proposals
City Of Yankton, South Dakota
Comprehensive Plan**

The City of Yankton South Dakota is requesting proposals from qualified consultants, with considerable experience, to provide professional planning services for the development of a comprehensive plan that builds upon previous planning efforts, examines relationships, and encompasses the community's vision for guiding development to 2045. The consultant will work with the Community and Economic Development Department, City Commission, Planning Commission and Comprehensive Plan Committee throughout the process of engaging the public in creating the new plan.

[Click here for the full RFP.](#)



The mission of the City of Yankton is to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

City of Yankton Request for Proposals - Comprehensive Plan November, 2023

Introduction

The City of Yankton is requesting proposals from qualified consultants to provide professional planning services for the development of a comprehensive plan that builds upon previous planning efforts, examines relationships and encompasses the community's vision for guiding development to 2045.

General Background

Yankton is located in southeast South Dakota along the Missouri River. Yankton's 2020 census count was 15,411. Community officials estimate that the functional daytime population increases by over 3,000. The community has maintained a steady rate of growth for over a century. The community takes pride in being a progressive growing community where individuals and businesses have access to the many diverse resources necessary for a good quality of life. Yankton was the first Capital of the Dakota Territory and is often referred to as "The Mother City of the Dakotas."

Scope of Work

The Request for Proposals (RFP) seeks to establish a partnership with a qualified planning consultant to prepare a Comprehensive Plan for the City of Yankton. The Comprehensive Plan will guide decisions affecting the physical development and redevelopment within the City's planning jurisdiction. The process of preparing the Comprehensive Plan will be critical to its success and must ensure the final document reflects the vision for the community as determined by citizens, developers, landowners, appointed and elected officials, and other stakeholders through community engagement and participation. The project scope of services will consist of multiple elements, primarily related to community engagement and comprehensive plan development.

Plan Elements

The core themes of the plan should reflect a community-wide desire to approach the design and development of a plan that is ultimately about the creation of PLACE for both the current and next generation of community residents. The plan should paint a picture of a forward-thinking city that is holistic and considers environmental, social, and economically sustainable practices that promote connectivity, neighborhood identity and differentiation, economic development, multi-modal transportation integration, and multi-generational livability as core concepts.

The Comprehensive Plan structure has not been determined as the goal is to allow the consultant the flexibility and creativity to adapt the structure based upon the desire of the community

during the public engagement process. The following plan elements shall be addressed at a minimum with the potential for additional elements to be incorporated through the discovery process from public and stakeholder meetings:

Community Engagement

The Comprehensive Plan must reflect the values of the community which makes quality and diverse public participation and input essential to the process. The consultant shall be responsible for designing a public engagement strategy incorporating effective and innovative participation techniques that encourage participation throughout the development of the Comprehensive Plan.

The proposed public engagement strategy must be effective, inclusive, and reliable. The goal of the strategy should be to engage all segments of the community in a conversation that provides useful insight into the community's vision of the future of Yankton. The consultant will be working with an Advisory Committee that represents a broad cross section of the community. RFP respondents should plan to provide examples of the effectiveness of their proposed strategies in other communities.

Boundary of Plan

The boundary of the Comprehensive Plan will include the corporate limits of the City of Yankton, extraterritorial jurisdiction area, and pending growth scenarios that may need to be expanded.

Community Profile

The Comprehensive Plan shall reflect current and projected demographic and socioeconomic trends to the year 2045 and their implications on land use patterns and public services planning.

Economic Development

In coordination with the City's economic development partners, the comprehensive plan shall incorporate strategies to enhance the City's competitive advantages and build on a culture of innovation. This element may include identifying and evaluating under-utilized commercial and retail space and opportunities for redevelopment.

Housing and Neighborhood

The housing element shall include a review of the 2017 Yankton Housing Study and its updates and City of Yankton building permit data to incorporate recommendations, policies, and best practices addressing diversity, density, and affordability of housing. Housing should be viewed not only at the neighborhood level but also in regard to its connectivity to the community as a whole.

Mobility

The mobility element shall consist of a review of the 2003 "Mobility for All" section of the current Comprehensive Plan and the more recent Active Transportation Plan. The plan should incorporate recommendations, policies, and best practices with an emphasis on mobility for all generations and abilities. Mobility could include, but not be limited to air, rail, transit, vehicles, bicycles, pedestrians, and the elimination of barriers affecting each of the aforementioned.

Environmental Assets and Constraints

The consultant, with staff assistance, shall review and identify environmental assets and constraints (i.e. floodplain, wetlands, storm drainage, slopes, aquifer, etc.) affecting the development of land. Recommend best practices for efficient management and enhancement of environmentally sensitive areas.

Parks, Trails and Open Space

The comprehensive plan shall address trail connectivity, preservation of open space, and future park locations based upon a recommended service model. Policies shall be reflective of the community vision with consideration towards the fiscal and maintenance impacts.

Utilities

Review with public and private utility providers including water, wastewater, electric, natural gas and communication infrastructure in terms of current and future capacity to meet the needs of the future community. Identification of utility extensions and services areas will provide a baseline for the future land use plan.

Schools

Integrate Yankton School District facility plans into the comprehensive plan and recommend areas where partnership opportunities could improve efficiencies. Recommend strategies for connectivity between school facilities and neighborhoods.

Municipal Facilities and Services

Review governmental facilities (i.e. fire, police, library, solid waste, street etc.) and services to ensure a high level of public safety and service delivery is maintained throughout the community.

Land Use Plan

A review of the implementation schedule in the 2003 Comprehensive Plan indicates that the document did a good job over the last 20 years. The hope is that the next plan can be equally as effective by utilizing a growth management framework to guide City development with the intent of incorporating best practices towards achieving a sustainable built environment.

The plan shall identify underutilized property and redevelopment opportunities to maximize existing public infrastructure and leverage future public/private partnerships. The consultant with staff assistance will update the current land use map and recommend zoning change proposals. Based upon the community vision and other plan elements, the consultant shall prepare a future land use map.

Community Character and Design

Recommend design guidelines and strategies addressing community gateways, community image, commercial corridors, and public space while providing visual examples. This element should include cultural, historic and natural resources.

Consultant Responsibilities and Deliverables

The selected consultant will work under the direction of the Community and Economic Development Director and will be responsible for consultation with other City staff, major

stakeholder organizations, citizen boards, and the public. In addition, the consultant is responsible for the following items:

- General management of the project.
- Produce all materials for public presentations and provide to the city in reproducible formats.
- Drafting and preparation of the plan documents, graphics, and mapping for citizen, Comprehensive Planning Advisory Committee, Planning Commission and City Commission review.
- Data collection, analysis and presentation.
- Organization and facilitation of public meetings.
- Public comment summary.
- Regular presentations to the Comprehensive Plan Advisory Committee, Planning Commission, and City Commission.

Projects and deliverables shall be as follows:

- Comprehensive Plan text and maps provided in PDF.
- Comprehensive Plan text provided in Microsoft Word format.
- Final maps, layers, and databases created and utilized through GIS programs.
- Final maps and source data files.
- Final reports presented in digital format for archiving and reproduction.

Proposed Project Schedule

The development timeline of the Comprehensive Plan will be 12 months (not including the adoption process) from the notice to proceed. At a minimum, monthly progress meetings shall be held, some of which may be conducted through video conferencing and/or webinars, set up and organized by the consultant. The consultant is expected to schedule, attend and guide public participation activities and present the draft and final Comprehensive Plan to the Planning Commission and City Commission.

Proposal Content

Proposals shall address the following items in numerical order with the total length of the submittal not to exceed 25 pages. Electronic proposals are strongly encouraged to utilize hyperlinks when referencing work samples.

1. Qualifications and Experience. Detailed information on the history, qualifications, and experience of the firm and key personnel participating on project.
2. References. A minimum of three project references with contact information for projects completed or substantially completed within the last five years. Project references shall be applicable to the specific project manager and key team members proposed for this project. Project references shall include the size of the contract, community size, and final outcome. The City has permission to contact any project references.
3. Current Projects. A listing of any projects, including references, that the firm currently has under contract to which the proposed project manager has significant project responsibilities.

4. Review of Preliminary Scope of Work and Schedule. Review the scope of work and provide comments concerning the firm's understanding and role in meeting the scope of work and recommendations for additional services beneficial to the development of the plan. Provide a schedule aligned with key tasks as described in the RFP, with any additions or modifications recommended in the proposal.
5. Project Approach and Community Outreach. Provide a detailed description of the project approach and community engagement process proposed for this project. Describe any social media or web-based platforms for obtaining public input, as well as your firm's approach to conducting public meetings.
6. Cost Proposal. Submit a not-to-exceed fee for professional services, plus expenses, that shall be itemized by various components of the work. Also provide an itemized estimate of reimbursable expenses. The cost proposal shall be submitted in a separate sealed envelope.

The City of Yankton shall not be responsible for any expense which consultants may incur in the preparation and submitting of a proposal to include travel expenses for pre-award interviews.

Proposers must submit one (1) hard copy and one (1) electronic pdf copy via return receipt email or USB flash drive, of the proposal by 1:00 p.m. CST on Monday, January 19, 2024. Proposals shall be directed to:

Dave Mingo, Community and Economic Development Director
 City of Yankton
 PO Box 176
 416 Walnut Street
 Yankton, SD 57078
dmingo@cityofyankton.org

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

Schedule of Dates

Advertise for Consultant Proposals	Date: November 29, 2023
Deadline for Proposal Submission	Date: January 19, 2024
Review Proposals	Date: January 22 - 26, 2024
Interviews	Date: January 26 - February 5, 2024
City Commission Approval and Contract Execution	Date: February 12, 2024
Project Completed	Date: February 28, 2025
Commission Adoption Process	Date: March - May, 2025

Selection Process. The City will begin the evaluation process immediately after the deadline for submittal. The City reserves the right to request additional information and to reject any and all proposals. The Comprehensive Plan Advisory Committee will review and/or interview proposers for this RFP and provide a recommendation to the City Manager.

Proposals will be evaluated based primarily on the following criteria:

1. Overall proposal quality and responsiveness to the Request for Proposals, including but not limited to the completeness, clarity, conciseness, and overall comprehension of the scope of work.
2. Qualifications of the respondents as evidenced by the knowledge, skills and experience of the firm's proposed team.
3. Demonstrated proven experience with similar projects.
4. Demonstrated successful public engagement strategies with a wide range of constituents.
5. Proposed work schedule and project budget.

Reference Documents. The following reference documents and information can be found on the City's website at:

<https://www.cityofyankton.org/>

[Yankton Comprehensive Plan | City of Yankton, SD \(govaccess.org\)](#)

[Active Transportation Plan | City of Yankton, SD \(govaccess.org\)](#)

[Housing Study | City of Yankton, SD \(govaccess.org\)](#)

City of Yankton Building Report

Permits Issued in the month of November, 2023

Issue Date	Permit #	Owner Name & Address	Use	Valuation	Contractor Name & Address	Fees
11/01/2023	BLDG-23-0244	LARSON, GUY W 709 RIVERSIDE DR	Single Family Home - Alteration/Repair- Deck	\$100,000.00	LARSON, GUY W 30370 438 AVE YANKTON, SD 57078	\$337.00
11/02/2023	BLDG-23-0245	Moysis, Tom 1207 FERDIG AVE	Single Family Home - Accessory Structure- Shed	\$4,500.00	Moysis, Tom 1207 Ferdig YANKTON, SD 57078	\$44.50
11/06/2023	BLDG-23-0246	LARRY'S RENTAL LLP 1604 WALNUT ST	Single Family Home - Alteration/Repair- Basement Finish	\$30,000.00	LARRY'S RENTAL LLP 2401 BROADWAY AVE #3 YANKTON, SD 57078	\$142.00
11/07/2023	BLDG-23-0247	GUTHMILLER, LARRY G 2806 MARY ST	Single Family Home - Alteration/Repair- Porch Enclosure	\$4,500.00	GUTHMILLER, LARRY G 2806 MARY ST YANKTON, SD 57078	\$44.50
11/07/2023	BLDG-23-0248	MILLER, JUSTIN 716 WALNUT ST	Exterior- Window/Door	\$1,000.00	MILLER, JUSTIN 716 WALNUT YANKTON, SD 57078	\$20.00
11/13/2023	BLDG-23-0249	JOBE, WILLIAM L 2015 TRUST 2520 MULBERRY ST	Single Family Home - Alteration/Repair- Deck	\$13,000.00	Promes Construction 3312 W. 8th St. YANKTON, SD 57078	\$76.50
11/15/2023	BLDG-23-0250	DANGLER, WADE A 505 APPLEWOOD DR	Exterior- Siding/Windows/ Door	\$7,500.00	DANGLER, WADE A 505 APPLEWOOD DR YANKTON, SD 57078	\$0.00
11/16/2023	BLDG-23-0251	RENFFOH HOMES LLC 402 PEARL ST	Exterior-Egress	\$5,000.00	K Construction PO BOX 519 YANKTON, SD 57078	\$20.00
11/20/2023	BLDG-23-0252	CLAY DUNES INC 2410 BROADWAY AVE	Commercial - Alteration/Repair- Roofing	\$30,000.00	Lopes, Zantiago x SIOUX CITY, IA 51106	\$142.00
11/21/2023	BLDG-23-0253	BURNS, DANIEL J 1802 WEST ST	Exterior- Window/Door	\$4,000.00	Lyons Construction LLC 179 Sherwood Dr. Yankton, SD 57078	\$20.00
11/30/2023	BLDG-23-0254	LIST PROPERTY MANAGEMENT LLC 2000 Summit Av. #8	Commercial - New	\$100,000.00	List Construction 222 Capital St. Yankton, SD 57078	\$337.00
11/30/2023	BLDG-23-0255	LIST CONTRACTING INC 2918 WEDGEWOOD DR	Single Family Home - New	\$279,746.40	LIST CONTRACTING INC 222 CAPITAL ST YANKTON, SD 57078	\$607.00

(November 2023) Total Valuation: \$579,246.40

Total Fees: \$1,790.50

(November 2022) Total Valuation: \$7,390,906.33

(2023) to Date Valuation: \$97,190,964.48

(2022) to Date Valuation: \$36,974,924.75

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
HUETHER AQUATICS	\$0.00
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
	\$746,466.27

Personnel Changes

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;

Position Changes

None

November 2023	
YPD	
Calls For Service	
911 HANG UP / OPEN	11
ALARM	7
ALCOHOL	5
AMBULANCE	30
ANIMAL	53
ASSAULT	7
ASSIST	5
ATTEMPT TO LOCATE	2
BOND VIOLATION	1
BURGLARY RESIDENTIAL	2
CHILD ABUSE	1
CHILD CUSTODY	2
CIVIL DISPUTE	19
CRIMINAL ENTRY OF MV	3
DEATH	2
DISORDERLY CONDUCT	16
DOMESTIC VIOLENCE	15
DRIVING COMPLAINT / 911	25
DRUG	14
ESCORT	8
EVENT STANDBY	2
EX PATRL	9
FAMILY OFFENSE	7
FIGHT	4
FIRE ALL CALL	2
FIREWORKS	1
FOREIGN AID	15
FORGERY	1
FRAUD	13
GAS DRIVE OFF	1
GAS LEAK	1
HARASS	6
HIT&RUN	6
INFORMATION	26
INSPECT	3
JAIL ISSUES	2
JUV	26
LITTER	1
LOST & FOUND	15
MENTAL ILLNESS	5
MISC	2
MISSING PERSON	1
MOTOR ASSIST	14
NOISE COMPLAINT	10
OPN DOOR	2
PARKING	14
PAROLE/PROBATION	5
PRIVATE PROPERTY COLLISION	8
PROPERTY	15
PROTECTION ORDER	8
PURSUIT	3
REQUEST	3
RUNAWAY	5
SAFETY TALK	15
SEX CRIME	7
SIG 2	22
SIGNAL 1 INJURY	4
SUICIDE	5
SUSP ACTIVITY	14
SUSPICIOUS PERSON/VEHICLE	50
THEFT	33
THREAT	10
TRAFFIC CONTROL	4
TRAFFIC HAZARD	2
TRAFFIC STOP	272
TRANSPORT JAIL	1
TRESPASS	19
TRUANCY	4
VANDALISM	10
VEHICLE/ROAD COMPLAINT	5
WARRANT	18
WEAPONS	5
WELFARE CHECK	56
Total	984

Adult Arrests:
Individuals Arrested: 57
of Charges: 89

Juvenile Arrests:
Individuals Arrested: 10
of Charges: 17

Total Citations: 116

November 2023

YPD

Activity Report

	GENERAL SUMMARY			
	THIS MONTH		Year To Date	
	This Year	Last Year	This Year	Last Year
POLICE INCIDENTS	1021	928	12593	10737
SHERIFF INCIDENTS	339	234	3346	2369
AMBULANCE CALLS (YPD)	30	32	296	285
FIRE / HAZMAT CALLS	2	3	55	73
FOREIGN AID CALLS	15	18	190	154
ALARMS	7	5	145	158
ANIMAL CALLS / COMPLAINTS	53	44	661	602
ANIMALS CLAIMED OR IMPOUNDED (HHS)	14	9	163	159
ANIMALS DISPOSED	0	1	0	2

	ACCIDENT SUMMARY			
	THIS MONTH		Year To Date	
	This Year	Last Year	This Year	Last Year
STATE REPORTABLE	19	23	190	202
NON REPORTABLE AND HIT & RUN	13	17	190	243
SIGNAL 1 INJURY	4	3	40	51
# PERSONS INJURED	5	3	45	43
FATALITIES	0	0	0	0
PEDESTRIAN ACCIDENT	0	1	0	5

November 2023

YPD

Citations

			THIS MONTH		YEAR TO DATE	
	This Month Juv / Adult		Total This Year	Total Last Year	Total This Year	Total Last Year
SUSPENDED, EXPIRED OR UNLICENSED DRIVER		28	28	16	313	244
CARELESS DRIVING		2	2	1	28	12
EXHIBITION DRIVING		1	1	0	8	13
SPEEDING	5	18	23	24	522	315
STOP SIGN, RED LIGHT VIOLATION	2	3	5	8	67	80
ANIMALS AT LARGE			0	0	0	2
MAINTENANCE OF FINANCIAL RESPONSIBILITY		3	3	14	94	118
OPEN CONTAINER			0	1	20	29
CONSUMPTION UNDERAGE (18-20 yoa)		4	4	2	8	24
LIQUOR VIOLATIONS / FURNISHING ALCOHOL TO A MINOR			0	0	6	5
MISDEAMEANOR DRUG VIOLATIONS (POSS. OF DRUG PARAPH)	1	12	13	17	161	189
TOBACCO VIOLATIONS	12		12	4	66	60
PETTY THEFT UNDER \$400			0	22	11	77
INTENTIONAL DAMAGE TO PROPERTY	1		1	3	2	5
OTHER VIOLATIONS	11	15	26	78	291	374
TOTAL TRAFFIC CITATIONS	32	86	118	190	1597	1547

November 2023

YPD

Adult Arrest

	THIS MONTH		YEAR TO DATE	
	This Year	Last Year	This Year	Last Year
HOMICIDE/MURDER	0	1	2	1
RAPE	0	0	0	0
ROBBERY	0	0	0	0
DUI	13	7	156	141
DRIVING UNDER REVOCATION	3	1	44	38
BURGLARY	1	0	4	5
ASSAULT AGGRAVATED	0	1	8	13
ASSAULT SIMPLE	1	2	30	27
CRIMES AGAINST FAMILY / DOMESTIC VIOLENCE	3	7	66	59
DISORDERLY CONDUCT	0	0	4	6
SEXUAL CONTACT/SEX OFFENSES	0	0	5	0
THEFT PETTY	1	1	9	10
THEFT GRAND	0	0	6	5
THEFT AUTO	0	0	2	4
FORGERY & COUNTERFEITING	0	0	6	4
FRAUD	0	0	0	0
EMBEZZLEMENT	0	0	0	0
INTENTIONAL DAMAGE	1	0	5	8
NARCOTIC DRUG CHARGES	13	13	234	166
LIQUOR ARRESTS	0	0	3	12
WEAPONS VIOLATION	1	0	11	7
WARRANTS	18	22	265	207
PROTECTIVE CUSTODY	0	0	0	0
ALL OTHER OFFENSES	33	28	439	359
TOTAL ADULT ARRESTS	88	83	1299	1072

November 2023
YPD
Juvenile Arrests

	THIS MONTH		YEAR TO DATE	
	This Year	Last Year	This Year	Last Year
CURFEW	1	0	16	11
RUNAWAY	2	2	22	17
MIC	2	0	24	26
DUI	3	0	6	1
LIQUOR ARRESTS	0	0	0	0
MURDER	0	0	0	0
RAPE	0	0	0	0
ROBBERY	0	0	0	0
BURGLARY	0	0	0	0
ASSAULT AGGRAVATED	0	0	2	0
ASSAULT SIMPLE	2	1	11	6
CRIMES AGAINST FAMILY/ DOMESTIC VIOLENCE	0	0	0	2
DISORDERLY CONDUCT DISTURBANCE OF SCHOOL	3	2	32	38
SEXUAL CONTACT / SEX OFFENSES	0	0	0	0
THEFT PETTY	0	0	2	0
THEFT GRAND	0	0	1	2
THEFT AUTO	0	0	1	0
FORGERY & COUNTERFEITING	0	0	0	0
FRAUD	0	0	0	0
EMBEZZLEMENT	0	0	0	0
INTENTIONAL DAMAGE	0	0	1	1
NARCOTIC DRUG CHARGES	0	0	8	10
WEAPONS VIOLATIONS	1	0	1	0
ALL OTHER OFFENSES	6	0	26	22
TOTAL JUVENILE ARRESTS	20	5	153	136



The MISSION of the City of Yankton is to provide exemplary experiences, services & spaces that create opportunities for everyone to learn, engage, and thrive.

MINUTES
YANKTON PARK ADVISORY BOARD
Monday, September 18, 2023, 5:30PM, in the Community Room
CMTEA Building, 1200 W. 21st Street

I. ROUTINE BUSINESS

Roll Call:

Present: Jason Tellus, Tom Bixler, Brian Bertsch, Nick Severson, Jeannine Economy-List, and City Commissioner Brian Hunhoff.

Absent: Elizabeth Healy.

Also present Director of Parks and Recreation Todd Larson, City Manager Amy Leon, and Parks Secretary Chasity McHenry.

Public Appearances: Sam Hummel. Presented the Parks Advisory Board with information in regards to building a Pump Track or BMX Bike Park. Hummel implied that this would be a great opportunity for Yankton and provide something to do for the middle school and high school aged kids. A pump track is a circuit of hills, banked turns and features designed to be ridden by bike riders. They are relatively simple to use, can be constructed of dirt, and cater to a wide variety of rider skill levels. Could look to use crushed asphalt/concrete for a surfacing to help with wet weather conditions. There may be grants available for creating a park like this (T-Mobile, bike manufacturers). Sam reported Sioux City will have a small track in Cone Park. Sioux Falls will have 2 acres of track and it will be larger than Sioux City's.

Minutes: July 17, 2023 minutes approved. Economy-List motioned. Bixler second. Motion passed 5-0.

II. OLD BUSINESS

A. 2023 Capital projects update.

The Westside improvements project has some items completed and others ongoing. The meditative garden, sundial, and labyrinth project had the dedication ceremony with the donors on September 13. All parties are happy with how the gardens turned out. Will need to evaluate the middle area of the park between the basketball courts and three play areas to determine need for lighting in these areas. The Born Learning Trail will need to have artwork on the sidewalks repainted in the next year.

The pond project is in discussions between City engineers, Stockwell Engineering, and legal about what the next step should be. Discussions have been about a synthetic liner design and move away from the clay liner that was originally designed. Tom Bixler expressed concerns about using a synthetic liner, which will be more expensive, versus utilizing clay which may be a more trusted product.



The MISSION of the City of Yankton is to provide exemplary experiences, services & spaces that create opportunities for everyone to learn, engage, and thrive.

The pickle ball court conversion project received \$10,000 from Avera. We are still waiting on the finalization of a LWCF grant of \$34,000. The local pickle ball group has donated some funds for this project also. It appears with timing of grant finalization and signing paperwork, that this will be a 2024 project.

The Marne Creek trail project to repair flood damage from 2019 and to replace sections of the trail that were damaged in 2019, through FEMA, has been completed. The trail staff is evaluating the lighting along the trail system from the Meridian Bridge past the two water treatment facilities and up the switchback to the west of the Discovery Bridge.

There are 46 lights in the Walnut Street corridor between 4th Street and 2nd Street that are up-lights for the trees. We currently have identified six lights that are not working properly and we are working through what should be done to remedy the situation. The lights are controlled by Bluetooth on a handheld device when standing right next to the light and the light colors can be changed using the handheld device. We will need to get a quote on replacing the malfunctioning lights when we have determined the exact number of problem lights.

The Parks Department is utilizing the new Field Leveling/Groomer that was purchased in the spring. They are leveling the Northwest field in the south Sertoma Park complex.

- B. A citizen's task force committee has been meeting to plan for the Meridian Bridge's 100th birthday in 2024. The official birthday would be October 12, 2024. The group is discussing having educational events and entertainment events throughout 2024. Website- hosted by Yankton Thrive – www.visitanktonsd.com/meridian-bridge-centennial/
Facebook page- www.facebook.com/Meridian.Centennial
Instagram page- @meridianbridgecentennial
- C. SAC mission statement: Provide everyone with an affordable, indoor, family-friendly fitness and recreation facility. The SAC financials through August 31 are attached. Reminder, the SAC fees will be increased starting October 1, 2023, and then again on January 1, 2024. New equipment is coming this month and into the beginning of October. The SAC has started using a new software September 18. Marketing for this upcoming fall/winter could include letters to former members welcoming them back to the SAC and providing some free access to get them back in the facility.

The Recreation Summer Programs are a part of the SAC operating budget. Attached is the 2023 Summer Recreation program Ledger which documents participation, expenses, and revenues.

- D. The Huether Family Aquatics Center 2023 financials provided. Along with attendance and concessions data. Library passes and utility customer passes data provided also.



The MISSION of the City of Yankton is to provide exemplary experiences, services & spaces that create opportunities for everyone to learn, engage, and thrive.

III. NEW BUSINESS

- A. Park shelter and restroom proposed signage. To help the parks staff ask people to leave the shelters as they clean and prepare them for rentals, signs with the following would be posted permanently in the shelters:

City of Yankton shelters are first-come-first-served for up to one hour unless reserved and the reservation posted. Please pick up after your use and dispose of trash in the provided trash cans. If you have a maintenance concern, please contact a park employee at 605-668-5233.

Report emergencies or illegal activity to the Yankton Police Department – 911 or non-emergencies at 605-668-5210.

Restroom signage example from Rapid City. Yankton's signs would state:

This restroom is seasonal May – September.

Contact the Parks Department for any maintenance concerns at 605-668-5233.

Report emergencies or illegal activity to the Yankton Police Department – 911 or non-emergencies at 605-668-5210.

The Parks Department cleaning crews for restrooms and shelters are starting to encounter more people who are non-housed in the mornings and during the day at our parks.

May need to include QR codes to link to City website. City should examine a text option to allow people to give feedback and other messages.

IV. OTHER BUSINESS

- A. General discussion items.
- Commission information Memorandums (4 CIMs). The items were sent out after the meeting as they were not attached to the agenda packet.
 - Other completed work projects for the department are noted in the CIMs.
 - Next Meeting: Monday, November 20, 2023.

V. ADJOURN

Bertsch motioned, Tellus second. Motion carried 5-0.

Memorandum #22-241

To: Amy Leon, City Manager
From: Michael Hofer, Building Inspector
Subject: Mobile Home Park License Renewals
Date: December 1, 2023

As part of the annual re-licensing, the Office of Community and Economic Development conducts an annual inspection of the mobile home parks. The purpose of this inspection is to assess the parks' compliance with City of Yankton Code of Ordinances, Chapter 23, "Trailers and Trailer Parks", as well as other applicable City ordinances. Inspections were conducted the week of September 18-22, 2023. Letters were sent to park owners listing the deficiencies and a re-inspection showed considerable progress to full compliance with the ordinance.

Staff has worked with park owners to improve safe exiting including stairs at all mobile home exits. Most parks have shown a marked improvement in secondary stairs and landings installations that allow for quick exiting of mobile homes in emergency situations. We appreciate the cooperative relationship with park owners that has led to improved life safety for all park residents. Staff will continue to work with park owners in the coming year to build on those improvements.

The following mobile home parks have addressed deficiencies noted in their parks and have submitted applications for license renewal. Staff is confident that the few remaining minor issues will be addressed very soon.

It is staff's recommendation that the following parks be approved for license renewal:

<u>Court</u>	<u>Address</u>	<u>Owner</u>	<u>Spaces</u>
Capitol Court	8 th St. & Capitol St.	Ken L. Hansen	4
Peninah Court	1100 East 8 th St.	Ken L. Hansen	12
Avenell Court	1104 East 11 th St.	Randy Avenell	2
Lugo Court	911 East 12 th St.	Diana Lugo-Garcia	2
Douglas Street Park	2200 Douglas Ave.	Matthew Archer	66
Northgate Manor	2400 Douglas Ave.	Brian and Marie Steward	65
Airport Gardens Court	2800 Broadway Ave.	Toby Woehl	70
DP Enterprises	415 West 15 th St.	Daniel L. Pospishil	17
Bonnie's Shear Design	1024 Broadway Ave.	Bonnie Kozak	1
Shull Court	608 ½ West 8 th St.	Randy Archer	1
		TOTAL	240

There are homes on 210 of the 240 licensed spaces, leaving 30 spaces available for homes.

Respectfully submitted,

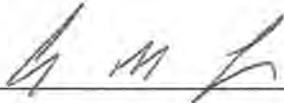


Michael Hofer
Building Inspector

Recommendation: It is recommended that the City Commission approve Memorandum #23-241 approving the renewal of Mobile Home Park Licenses for 2024 as outlined above.

I concur with this recommendation.

I do not concur with this recommendation.



Amy Leon
City Manager

Voice Vote _____

Memorandum #23-249

To: City Manager
From: Finance Officer
Date: December 11, 2023
Subject: Renew Private Collector of Refuse

We have received the following renewal applications for the 2024 city licenses:

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

Art's Garbage Service, Inc.	1801 Wood St., Norfolk, NE
Janssen's Garbage Service, LLC	PO Box 220, Yankton, SD
Kortan Sanitation	30422 421 st Ave., Tyndall, SD
Loren Fischer Disposal	31383 SD Hwy 14, Vermillion, SD
Williams Sanitation	1503 Birch Street, Tyndall, SD

The above applicants are in compliance with the City Code of Ordinances, as checked by the Department of Finance.



Al Viereck
Finance Officer

Memorandum #23-250

To: City Manager
 From: Finance Officer
 Date: December 11, 2023
 Subject: Dance Renewal

We have received the following renewal applications for 2024 City Dance licenses:

DANCE & DANCE HALL-\$50.00 + \$1,000 Bond or
 Proof of Insurance in amount of \$100,000.00

Business	Address	Type
1872 Saloon/Old Mill Events Center	106 Capital Street	B
Happy Hourz	311 Douglas Avenue	B
Hillcrest Golf & Country Club	2206 Mulberry Street	B
Riverfront Events Center	121 W. 3rd Street	B
The Brewery	200-204 Walnut Street	B
Upper Deck	315 Broadway Avenue	B
VFW Post 791, Ernest Bowyer	209 Cedar Street	B
Yankton Bowl	3010 Broadway Ave.	B
Yankton Elks Lodge #994	504 W. 27th Street	B
Zebra Club & Cockatoo Bar	113 E. 3rd Street	A

The above applications are in compliance with the City Code of Ordinances, as checked by the Department of Finance.

A police check has been done on all the above applicants by the Yankton Police Department. There are no felony convictions or wants for any of the applicants.

The applicants are in compliance with all Building and Fire Codes.



Al Viereck
 Finance Officer

____ Voice Vote

NOTICE OF HEARING UPON APPLICATION
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN that a Special Events Alcoholic Beverage License Application has been received by the Board of City Commissioners of the City of Yankton, South Dakota, 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.

NOTICE IS FURTHER GIVEN that a Public Hearing upon the application will be held on Monday, January 8, 2024 at 7:00 p.m. in the City of Yankton Community Meeting Room at the Career Manufacturing Technical Education Academy, 1200 West 21st Street, Yankton, South Dakota, where any person or persons interested in the approval or rejection of the above application may appear and be heard.

Dated at Yankton, South Dakota,
this 11th day of December, 2023.



Al Viereck
FINANCE OFFICER

NOTICE OF HEARING UPON APPLICATION
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN that a Special Events Alcoholic Beverage License Application has been received by the Board of City Commissioners of the City of Yankton, South Dakota, 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.

NOTICE IS FURTHER GIVEN that a Public Hearing upon the application will be held on Monday, January 8, 2024 at 7:00 p.m. in the City of Yankton Community Meeting Room at the Career Manufacturing Technical Education Academy, 1200 West 21st Street, Yankton, South Dakota, where any person or persons interested in the approval or rejection of the above application may appear and be heard.

Dated at Yankton, South Dakota,
this 11th day of December, 2023.



Al Viereck
FINANCE OFFICER

Second Reading and Public Hearing

MEMORANDUM #23-245

To: Yankton City Commission
From: Ross K. Den Herder, City Attorney & Lisa Yardley, Interim Finance Officer
Date: December 4, 2023
Re: Video Lottery License Cap Ordinance Amendment. Ordinance #1076

On September 23, 2023, the City Commission discussed video lottery regulations and Yankton's history on the development of today's 39 capped video lottery licenses. Overall, the Commission's consensus was to continue analyzing options. Staff has dug into the City's current program and evaluated the applicable laws. This process revealed that the current City Ordinance Sec. 3-3 is not in compliance with State law and requires a change anyway, so a draft ordinance was prepared for the Commission's consideration at its regular meeting on October 23, 2023. On November 27, 2023, the proposed ordinance was introduced and constitutes the first reading with the caveat that the cap number would need to be updated from thirty-three (33) to thirty-four (34) upon a request approved for Hanten, Inc. to "de-couple" its video lottery from its retail on-sale liquor to its retail on-off sale malt beverage and SD wine license.

To recap, staff have determined that the City does not have legal authority to regulate renewal or transfer of a valid existing video lottery establishment license. Specifically, SDCL 42-7A-64 grants the City authority to consider the number of existing video lottery licenses when authorizing video lottery in an establishment. However, the same statute further states, "An existing video lottery license may not be denied renewal or transfer based upon the criteria set forth in this section." Subsections (C) and (D) of our current Ordinance Sec. 3-3 do just that, so they must be removed.

Further, we have found that the City does not have legal authority to regulate the issuance of video lottery attached to traditional on-sale retail liquor licenses ("RL" licenses). The City's regulatory authority over video lottery only extends to VL licenses attached to retail on-sale malt beverage licenses ("RB" licenses") and retail on-sale wine and cider licenses ("RW" licenses). To that end, the draft ordinance has its total VL license cap adjusted downward to reflect only the currently issued video lottery licenses attached to a retail on-off sale malt beverage (RB) or retail on-off sale wine (RW) license per SDCL 42-7A-64.

There are currently forty-four (44)¹ video lottery establishments, all of which are listed below. Ten (10) businesses have their video lottery endorsed under a retail on-sale liquor (RL) license which municipalities cannot regulate per State law. The remaining thirty-four (34) are tethered

¹ Since the November 27th Commission meeting, the Upper Deck has activated their video lottery attached to their retail on-sale liquor license. Furthermore, Hanten, Inc. dba Ben's Brewing Co video lottery moved from being endorsed by RL-6098 to RB-27600 per City Commission Action 23-321.

to thirty-three (33) RB malt beverage licenses and one (1) RW retail wine license. For that reason, the ordinance cap has been set at thirty-four (34).

Businesses with Video Lottery	Business Address	Alcohol License #
777 Casino & Liquor	901 Broadway, Suite A	RB-3397
777 Casino & Liquor #2	901 Broadway, Suite B	RB-3346
777 Casino & Liquor #3	901 Broadway, Suite C	RB-3638
Ben's Brewing Co	719 Walnut Street	RB-27600
Chaparros Tacos	100 E. 4th St	RB-25575
Chuck Stop LLC	800 Summit St	RB-3406
Cork 'N Bottle	1500 Broadway Ave	RB-2697
Diggers 2.0	511 West 4th Street, Suite B	RB-26226
Diggers Casino	2020 Elm St, Suite 7	RB-3637
Gold Rush	2020 Elm St, Suite 7B	RB-3255
JR's Oasis (TC Corner LLC)	2404 East Highway 50	RB-3347
P & P Lottery Enterprises LLC	3010 Broadway Ave, Room 3	RB-26407
P & P Lottery Enterprises LLC	3010 Broadway Ave, Room 4	RB-3350
P & P Lottery Enterprises LLC	3010 Broadway Ave, Room 2	RB-21154
Patriot Express	2217 Broadway	RB-3340
Pin-Ups Casino & Gaming Lounge #5	3010 Broadway, Room 5	RB-2722
Pin-Ups Casino & Gaming Lounge #6	3010 Broadway, Room 6	RB-2187
Prairie Pumper (Liquor Hot Spot)	909 Broadway	RB-25576
Pump-N-Stuff	215 W. 2nd St	RB-3370
Pump-N-Stuff Suite II	215 W. 2nd St, Ste 2	RB-3373
Roadrunner	300 W. 23rd Street, Ste 1	RB-3746
Smokey Hollow	511 W. 4th, Ste A	RB-3437
South Point Gaming Lounge	1101 Broadway Ste 109A	RW-7574
South Point Gaming Lounge (GMG)	1101 Broadway #107B	RB-3610
South Point Gaming Lounge II (GMG)	1101 Broadway #107A	RB-2254
South Point Gaming Lounge III (GMG)	1101 Broadway #111A	RB-20380
South Point Gaming Lounge IV (GMG)	1101 Broadway #111C	RB-23935
The Cockatoo Bar & Zebra Club	110 E. 3rd St. Suite B	RB-3356
The Fox Stop	1316 W. 30th St	RB-23598
Total Stop Convenience Store #6112	700 E. 4th	RB-3341
Triple Time Rudy's	1606 Broadway	RB-3359
Upper Deck Inc.	315 Broadway	RB-3364
Vape God	821 Broadway Ave, Suite B	RB-3372
Vape God - Shree LLC	821 Broadway Ave, STE 3	RB-20619
Boomer's Lounge	100 East 3rd	RL-6102
Boss' Pizza & Chicken Sports Bar	1607 E Hwy 50	RL-6324
MoJo's 3rd Street Pizza	102 E. 3rd St	RL-6115


O'Malley's Irish Pub	204 W 3rd St.	RL-6104
South Point Gaming Lounge	1101 Broadway Ste 109	RL-6107
The Cockatoo Bar & Zebra Club	106 E. 3 rd St. Suite A	RL-6108
Upper Deck	311-315 Broadway	RL-6101
VFW Post 791	209 Cedar	RL-6112
Walnut Tavern	100 West 3rd	RL-6099
Yankton Bowl	3010 Broadway Ave	RL-6109

There are currently seventeen (17) retail on-sale liquor (RL) licenses within the City, only ten (10) of which have active video lottery licenses on them. Four RL licenses have contractual video lottery restrictions that prevent the holders from activating video lottery due to “de-coupling” the video lottery from the retail liquor RL license.

If the Commission approves a cap only applicable to RB and RW licenses, then if the cap is reached, there can be no further “de-coupling” of video lottery from a RL liquor license because the process requires the creation of a new RB or RW license with a video lottery endorsement.

Recommendation: Staff recommends approval of the proposed ordinance.

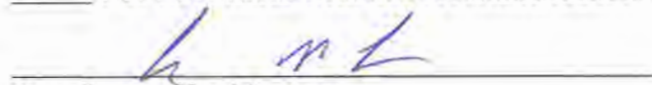
Respectfully submitted,


 Ross K. Den Herder, City Attorney


 Lisa Yardley, Interim Finance Officer

I concur with this recommendation.

I do not concur with this recommendation.


 Amy Leon, City Manager

Roll Call

ORDINANCE NO. 1076

AN ORDINANCE MODIFYING THE LIMITS ON VIDEO LOTTERY ESTABLISHMENTS WITHIN YANKTON'S JURISDICTIONAL CITY LIMITS.

WHEREAS, the City Attorney and the Finance Office for the City of Yankton has reviewed Ordinance 3-3 and found that it does not properly conform to SDCL 42-7A-64 to the extent that (1) it contains unlawful restrictions on the transfer of existing video lottery licenses, and (2) it limits the total number of video lottery establishments, rather than only those video lottery establishments operating under malt beverage, wine and cider licenses.

WHEREAS, the City Commission deems it in the best interests of the City to update to Ordinance 3-3 to conform to SDCL 42-7A-64, while at the same time modifying the cap applicable to malt beverage, wine and cider on-sale alcohol licenses.

NOW THEREFORE, BE IT ORDAINED, by the Board of City Commissioners of the City of Yankton that:

Section 3-3 is hereby amended to read as follows:

Sec. 3-3. - License limitations.

- (a) The total number of establishments with on-sale alcoholic beverage licenses issued under SDCL 35-4-2(12) ("RW" licenses) or 35-4-2(16) ("RB" licenses) and containing a video lottery endorsement that may be issued by the city shall not exceed 34.
- (b) At any time when the total number of establishments with a video lottery endorsement equals or exceeds the limits set forth in this ordinance, the City of Yankton shall not authorize a video lottery machine placement endorsement for any on-sale malt beverage (RB) alcohol license issued under SDCL 35-4-2 (16) or on-sale wine and cider license (RW) issued under SDCL 35-4-2 (12). An existing video lottery license may not be denied renewal or transfer based upon the criteria set forth in this section.
- ~~(c) Nothing in this ordinance shall be construed to prohibit the renewal of any license with a video lottery endorsement issued by the city prior to June 1, 1998.~~
- ~~(d) At any time when the number of licenses issued and outstanding for video lottery exceeds the limits set forth in this ordinance, no such license may be transferred to any other person or to any other premises except as follows:
 - ~~1) In the event that the licensee makes a bona fide sale of his or her business to another person who immediately commences business of a substantially similar nature at the same location, a license may be transferred to the new owner upon application and demonstration of good character.~~
 - ~~2) In the event that a licensee moves his or her business to another location within the city and commences to operate a substantially similar business at such new location, a license may be transferred to the new location upon application, if the~~~~

~~city commission determines the new location to be an appropriate one for the operation of video lottery.~~

Dated this ____ day of December, 2023.

CITY OF YANKTON

Stephanie Moser, Mayor

ATTEST:

Al Viereck, Finance Officer
(SEAL)

First Reading:
Second Reading:
Published:
Effective:

Memorandum #23-225

To: *City Commission*
From: *Finance Officer*
Date: *12/6/2023*
Subject: *Second Reading and Public Hearing of Ordinance #1075 (Second Supplement)
 Amending Ordinance #1064, the 2023 Annual Appropriation Ordinance*

Attached to this Memorandum is Ordinance #1075, the second supplement to Ordinance #1064, the 2023 annual appropriation ordinance. The individual supplements are described, and the amounts are as such:

1. **City Commission** from \$60,647.00 to \$70,647.00, an increase of \$10,000.00 in account 101.101.102 Temporary Wages; and from \$25,000.00 to \$60,000.00, an increase of \$35,000.00 in account 101.101.203 Audit. This increases City Commission total appropriations from \$172,283.00 to \$217,283.00, an increase of \$45,000.00. Financing for this increase will be from an increase in un-appropriated fund balance carried forward from 2022.
2. **Total General Government** from \$3,349,447.00 to \$3,394,447.00, an increase of \$45,000.00 as outlined in **number (1)** above.
3. **Fire Department** from \$24,000.00 to \$44,000.00, an increase of \$20,000.00 in account 101.115.201 Insurance; from \$38,500.00 to 56,000.00, an increase of \$17,500.00 in account 101.114.202 Professional Services – Volunteer; and from \$0.00 to \$66,000.00, an increase of \$66,000 in account 101.114.204 Yankton Volunteer Premium. This increases Fire Department total appropriations from \$1,041,520.00 to \$1,145,020.00, an increase of \$103,500.00. Financing for this increase will be from an increase in un-appropriated fund balance carried forward from 2022.
4. **Total Public Safety** from \$5,397,752.00 to \$5,501,252.00, an increase of \$103,500.00 as outlined in **number (3)** above.
5. **City Hall** from \$0.00 to \$45,000.00, an increase of \$45,000.00 in account 101.125.202 Professional Services for the consultant work for the City Hall data and wiring upgrades. This increases City Hall total appropriations from \$384,947.00 to \$429,947.00, an increase of \$45,000.00. Financing for this increase will be from an increase in un-appropriated fund balance carried forward from 2022.
6. **Chan Gurney Airport** from \$200,000.00 to \$300,000.00, an increase of \$100,000.00 in account 101.127.238 Garage Gasoline due to the increased expenses to purchase fuel for re-sale at the airport. This increases Chan Gurney total appropriations from \$622,474.00 to \$722,474.00, an increase of \$100,000.00. Financing for this increase will be from an increase in un-appropriated fund balance carried forward from 2022.
7. **Total Public Works** from \$5,857,295.00 to \$6,002,295.00, an increase of \$145,000.00 as outlined in **numbers (5-6)** above.

8. **Special Appropriations** from \$0.00 to \$5,000.00 an increase of \$5,000.00 in account 101.131.553 Heartland Humane Society for the Capital Addition and Improvements previously approved by the City Commission; and from \$13,595.00 to \$13,596.00, an increase of \$1.00 in account 101.132.554 Planning and Development District III. This increases Special Appropriations and Total Special Appropriations from \$128,095.00 to \$133,096.00, an increase of \$5,001.00. Financing for this increase will be from an increase in un-appropriated fund balance carried forward from 2022.
9. **Operating Transfers Out** from \$915,399.00 to \$976,399.00, an increase of \$61,000.00 in Account 101.182.622 Huether Family Aquatic Center (for the project listed in **#13 below**); from \$185,319.00 to \$211,819.00, an increase of \$26,500.00 in account 101.182.623 Marne Creek (for the project listed in **#14 below**); and from \$0.00 to \$87,500.00, an increase of \$87,500.00 in account 101.182.652 Airport Capital (for the project listed in **#21 below**). This increases total Transfer Out and Total Other Financing Uses from \$5,965,117.00 to \$6,140,117.00, an increase of \$175,000.00. Financing for this increase will be from an increase in un-appropriated fund balance carried forward from 2022.
10. **Total General Fund Appropriations** from \$21,819,488.00 to \$22,292,989.00, an increase of \$473,501.00 as outlined in **numbers (1-9)** above.
11. **Un-appropriated Fund Balance** from \$6,430,204.00 to \$6,903,705.00, an increase of \$473,501.00 in un-appropriated fund balance (2022 carry-over) as outlined in **numbers (1-10)** above.
12. **Total Means of Finance** from \$21,819,488.00 to \$22,292,989.00, an increase of \$473,501.00 as outlined in **numbers (1-11)** above.
13. **Huether Family Aquatics Center** from \$320,000.00 to \$375,000.00, an increase of \$55,000.00 in account 202.202.102 Temporary Wages; from \$24,480.00 to \$29,480.00 an increase of \$5,000.00 in account 202.202.111 OASI; and from \$1,200.00 to \$2,200.00, an increase of \$1,000.00 in account 202.202.133 Unemployment Insurance. This increases Huether Family Aquatics Center total appropriations from \$1,730,312.00 to \$1,791,312.00, an increase of \$61,000.00. Financing for this increase will be from an increased transfer from the General Fund as explained in **number (9)** above.
14. **Marne Creek** from \$65,863.00 to \$90,863.00, an increase of \$25,000.00 in account 204.204.101 Regular Wages; and from \$5,765.00 to \$7,265.00, an increase of \$1,500.00 in account 204.204.111 OASI. This increases Marne Creek total appropriations from \$5,654,319.00 to \$5,680,819.00, an increase of \$26,500.00. Financing for this increase will be from an increased transfer from the General Fund as explained in **number (9)** above.
15. **Business Improvement District** from \$14,429.00 to \$17,429.00, an increase of \$3,000.00 in account 209.209.202 Professional Services for increased expenses approved by the BID Board and City Commission for Thrive / Yankton Convention and Visitor Bureau funding; from \$115,430.00 to \$145,430.00, an increase of \$30,000.00 in account 209.209.204 Contractual Services to Thrive / MMC for increased expenses approved by the BID Board and City Commission; from \$5,000.00 to \$6,000.00, an increase of \$1,000.00 in account

209.209.205 Contractual Services to Thrive / Yankton Youth Soccer Assoc. for expenses approved by the BID Board and City Commission; and from \$2,981.00 to \$3,981.00, an increase of \$1,000.00 in account 209.209.610 Transfer to General Fund. This increases Business Improvement District total appropriations from \$137,840.00 to \$172,840.00, an increase of \$35,000.00. Financing for this increase will be from the Business Improvement District revenue increases.

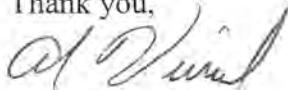
16. **Special Revenue Total Appropriations** from \$13,073,565.00 to \$13,196,065.00, an increase of \$122,500.00 as explained in **numbers (13-15)** above.
17. **Business Improvement District Revenue** from \$149,071.00 to \$184,071.00, an increase of \$35,000.00 as explained in **number (15)** above.
18. **Special Revenue Total Revenue** from \$6,760,526.00 to \$6,795,526.00, an increase of \$35,000.00 as explained in **number (17)** above.
19. **Transfer from General Fund** from \$4,999,388.00 to \$5,086,888.00, an increase of \$87,500.00 as explained in **numbers (9 and 13-14)** above.
20. **Special Revenue Total Means of Finance** from \$16,144,680.00 to \$16,267,180.00, an increase of \$122,500.00 as explained in **numbers (17-19)** above.
21. **Airport Capital** from \$1,250,000.00 to \$1,750,000.00, an increase of \$500,000.00 in account 502.511.390 Design / Construction North Taxiway. This increases Airport Capital total appropriations from \$1,250,000.00 to \$1,750,000.00, an increase of \$500,000.00. Financing for this increase will be from an increase in the transfer from General Fund for \$87,500.00 (5% of the total project / required City match as explained in **#9 above**) and increase FAA grant revenues of \$475,000.00 (95% of the \$500,000.00 increase as explained in **#27 below**).
22. **Tax Increment District #6** from \$341,013.00 to \$441,013.00, an increase of \$100,000.00 in account 511.588.566 for Tax Increment reimbursement to Thrive (the developer for Westbrook Estates Phase 1). This increases Tax Increment #6 total appropriations from \$341,013.00 to \$441,013.00, an increase of \$100,000.00. Financing for this increase will be from increased tax increment #6 revenues.
23. **Tax Increment District #7** from \$42,631.00 to \$72,631.00, an increase of \$30,000.00 in account 512.588.204 Payment to Schrecht, LLC for TID tax reimbursements. This increases Tax Increment District #7 total appropriations from \$42,631.00 to \$72,631.00, an increase of \$30,000.00. Financing for this increase will be from increased tax increment #7 revenues.
24. **Tax Increment District #8** from \$57,111.00 to \$177,111.00, an increase of \$120,000.00 in account 513.588.204 Payment to Yankton Development for TID tax reimbursements. This increases Tax Increment District #8 total appropriations from \$57,111.00 to \$177,111.00, an increase of \$120,000.00. Financing for this increase will be from increased tax increment #8 revenues.
25. **Tax Increment District #9** from \$0.00 to \$1,600.00, an increase of \$1,600.00 in account 514.588.204 Payment to Yankton Development for TID tax reimbursements. This increases

Tax Increment District #9 total appropriations from \$0.00 to \$1,600.00, an increase of \$1,600.00. Financing for this increase will be from increased tax increment #9 revenues.

26. **Total Capital Appropriations** from \$23,743,434.00 to \$24,495,034.00, an increase of \$751,600.00 as explained in **numbers (21-25)** above.
27. **Airport Revenue** from \$1,168,750.00 to \$1,643,750.00 an increase of \$475,000.00 in AIP grant revenues as explained in **number (21)** above.
28. **Tax Increment District #6 Westbrook Estates Phase 1 Revenue** from \$341,013.00 to \$441,013.00, an increase of \$100,000.00 in TID #6 revenues as explained in **number (22)** above.
29. **Tax Increment District #7 West 10th Street Revenue** from \$42,631.00 to \$72,631.00 and increase of \$30,000.00 in TID #7 revenues as explained in **number (23)** above.
30. **Tax Increment District #8 Westbrook Phase 2 Revenue** from \$57,111.00 to \$177,111.00 and increase of \$120,000.00 in TID #8 revenues as explained in **number (24)** above.
31. **Tax Increment District #9 Yankton Mall Revenue** from \$1,179.00 to \$2,779.00 and increase of \$1,600.00 in TID #9 revenues as explained in **number (25)** above.
32. **Total Capital Projects Revenue** from \$12,296,828.00 to \$13,023,428.00, an increase of \$726,600.00 as explained in **numbers (27-31)** above.
33. **Transfer from General Fund** from \$515,103.00 to \$602,603.00, an increase of \$87,500.00 as explained in **numbers (9 and 21)** above.
34. **Total Other Financing Sources** from \$6,773,117.00 to \$6,860,617.00, an increase of \$87,500.00 as explained in **numbers (9 and 33)** above.
35. **Total Capital Projects Means of Finance** from \$30,663,524.00 to \$31,477,624.00, an increase of \$814,100.00 as explained in **numbers (27-34)** above.

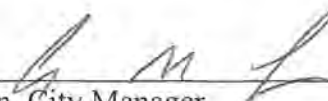
It is recommended that the City Commission conduct the Second Reading and Public Hearing of Ordinance #1075 and adopt said Ordinance.

Thank you,



Al Viereck
Finance Officer

I concur with the above recommendation.
 I do not concur with the above recommendation.



Amy Leon, City Manager

ORDINANCE NO . 1075

AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE #1064,
THE 2023 ANNUAL APPROPRIATION ORDINANCE OF THE
CITY OF YANKTON, SOUTH DAKOTA.

Be it ordained by the City of Yankton, South Dakota, that Ordinance #1064 is amended to wit:

SECTION I - GENERAL FUND

	Ord 1064		Ord 1069		Ord 1075
A. Appropriations					
General Government:					
Board of City Commissioners	\$ 172,283			1.	\$ 45,000 \$ 217,283
City Manager	288,552				
City Attorney	136,734				
Finance Office	758,087				
Information Services	541,219	1.	144,969	686,188	
Community Development	688,160	2.	70,000	758,160	
Human Resources	249,443				
Contingency	300,000				
TOTAL GENERAL GOVERNMENT	<u>3,134,478</u>	3.	<u>214,969</u>	<u>3,349,447</u>	2. 45,000 <u>3,394,447</u>
Public Safety:					
Police Department	4,227,492	4.	123,455	4,350,947	
Fire Department	1,041,520				3. 103,500 1,145,020
Civil Defense	5,285				
TOTAL PUBLIC SAFETY	<u>5,274,297</u>	5.	<u>123,455</u>	<u>5,397,752</u>	4. 103,500 <u>5,501,252</u>
Public Works:					
Engineering & Inspection	792,959				
Street & Highways	2,977,272	6.	545,500	3,522,772	
City Hall	308,720	7.	76,227	384,947	5. 45,000 429,947
Traffic Control	517,899	8.	16,244	534,143	
Chan Gurney Airport	608,474	9.	14,000	622,474	6. 100,000 722,474
TOTAL PUBLIC WORKS	<u>5,205,324</u>	10.	<u>651,971</u>	<u>5,857,295</u>	7. 145,000 <u>6,002,295</u>

		Ord 1069		Ord 1075	
Special Appropriations	<u>128,095</u>			8. 5,001	<u>133,096</u>
TOTAL SPECIAL APPROPRIATIONS	<u>128,095</u>			8. 5,001	<u>133,096</u>
Culture - Recreation:					
Senior Citizens Center	69,984				
Community Library	<u>1,051,798</u>				
TOTAL CULTURE - RECREATION	<u>1,121,782</u>				
Other Financing Uses / Transfers Out	<u>5,236,014</u> 11.	<u>729,103</u>	<u>5,965,117</u> 9.	175,000	<u>6,140,117</u>
TOTAL OTHER FINANCING USES	<u>5,236,014</u> 11.	<u>729,103</u>	<u>5,965,117</u> 9.	175,000	<u>6,140,117</u>
TOTAL APPROPRIATIONS	<u>\$ 20,099,990</u> 12.	<u>1,719,498</u>	<u>\$ 21,819,488</u> 10.	473,501	<u>\$ 22,292,989</u>
B. Means of finance					
Unappropriated Fund Balances	<u>\$ 4,710,706</u> 13.	<u>1,719,498</u>	<u>\$ 6,430,204</u> 11.	473,501	<u>\$ 6,903,705</u>
Current Property Taxes	3,189,797				
Sales & Other Taxes	8,392,372				
Licenses & Permits	333,507				
Intergovernmental Revenue	793,829				
Charges for Goods & Services	2,338,429				
Fines & Forfeits	4,600				
Miscellaneous Revenues	<u>59,000</u>				
TOTAL REVENUE	<u>15,111,534</u>				
Other Financing Sources / Transfers In	<u>277,750</u>				
TOTAL MEANS OF FINANCE	<u>\$ 20,099,990</u> 14.	<u>1,719,498</u>	<u>\$ 21,819,488</u> 12.	473,501	<u>\$ 22,292,989</u>

SECTION II - SPECIAL REVENUE

Ord 1069

A. Appropriations							
Parks & Recreation	\$ 2,080,573	15.	110,000	\$ 2,190,573			
Huether Family Aquatics Center	1,730,312				13.	61,000	1,791,312
Summit Activies Center	885,978						
Marne Creek	2,297,319	16.	3,357,000	5,654,319	14.	26,500	5,680,819
Casualty Reserve Fund	5,000						
Bridge & Street Fund	220,000	17.	72,740	292,740			
911/Dispatch	1,002,217	18.	200,000	1,202,217			
Business Improvement District	137,840				15.	35,000	172,840
Lodging Sales Tax	847,700	19.	82,166	929,866			
Infrastructure Improvement Revolving - Transfer to Infr. Imp. Constr.	44,720						
TOTAL APPROPRIATIONS	<u>\$ 9,251,659</u>	20.	<u>3,821,906</u>	<u>\$ 13,073,565</u>	16.	122,500	<u>\$ 13,196,065</u>
B. Means Of Finance							
Unappropriated Fund Balance	\$ 1,436,170	21.	82,166	\$ 1,518,336			
Parks & Recreation Revenue	19,960						
Memorial Pool Revenue	764,825						
Summit Activies Center Revenue	\$200,920						
Marne Creek Revenue	1,785,000	22.	2,805,000	4,590,000			
Casualty Reserve - Interest	250						
Bridge & Street Revenue	21,497						
911/Dispatch	159,218						
Business Improvement District	149,071				17.	35,000	184,071
Lodging Tax	810,065						
Infrastructure Improvement Revolving	44,720						
TOTAL REVENUE	<u>3,955,526</u>	23.	<u>2,805,000</u>	<u>6,760,526</u>	18.	35,000	<u>6,795,526</u>
Transfer From General Fund	4,632,388	24.	367,000	4,999,388	19.	87,500	5,086,888
Transfer From HFAC Capital Fund	1,800,088						
Transfer From Special Capital Fund	498,602	25.	567,740	1,066,342			
TOTAL MEANS OF FINANCE	<u>\$ 12,322,774</u>	26.	<u>3,821,906</u>	<u>\$ 16,144,680</u>	20.	122,500	<u>\$ 16,267,180</u>

SECTION III - CAPITAL PROJECT FUNDS

A. Appropriations						
Public Improvement	\$ -					
Airport Capital Projects	1,250,000			21.	500,000	1,750,000
Park Capital Projects	265,000	27.	350,103		615,103	
Infrastructure Improvement Construction	100,000					
Huether Aquatics Center Construction	1,800,088					
Special Capital Improvement	7,888,394	28.	654,484		8,542,878	
Tax Incr. District #5 Menards	194,610					
Tax Incr. District #6 Westbrook Estates	341,013			22.	100,000	441,013
Tax Incr. District #7 West 10th Street	42,631			23.	30,000	72,631
Tax Incr. District #8 Westbrook Phase 2	57,111			24.	120,000	177,111
Tax Incr. District #9 Yankton Mall	-			25.	1,600	1,600
Tax Incr. District #11 Gehl	5,800,000					
Tax Incr. District #12 Mead	5,000,000					
TOTAL APPROPRIATIONS	<u>\$ 22,738,847</u>	29.	<u>1,004,587</u>		<u>\$ 23,743,434</u>	26. 751,600 <u>\$ 24,495,034</u>
B. Means of Finance						
Unappropriated Fund Balance	\$ 10,939,095	30.	<u>654,484</u>		<u>\$ 11,593,579</u>	
Public Improvement Revenue	\$ -					
Airport Capital Projects	1,168,750			27.	475,000	1,643,750
Park Capital Revenue	100,000					
Infrastructure Improvement Construction	-					
Huether Aquatics Center Construction	-					
Special Capital Improvement	5,712,311					
TID #5 Menards	173,433					
TID #6 Westbrook Estates	341,013			28.	100,000	441,013
TID #7 West 10th Street	42,631			29.	30,000	72,631
TID #8 Westbrook Phase 2	57,111			30.	120,000	177,111
TID #9 Yankton Mall	1,179			31.	1,600	2,779
TID #11 Gehl	4,300,200					
TID #12 Mead	400,200					
TOTAL REVENUE	<u>\$ 12,296,828</u>			32.	726,600	<u>\$ 13,023,428</u>

			Ord 1069			
Transfer from General Fund	165,000	31.	350,103	515,103	33.	87,500
Transfer from Park Improvement Fund						602,603
Transfer from BBB Fund	113,294					
Transfer from Infrastructure Impr. Fund	44,720					
Transfer from Special Capital Fund						
Loan from General Fund	120,000					
Loan from Special Capital Fund	1,980,000					
Loan from Utilities	4,000,000					
TOTAL OTHER FINANCING SOURCES	<u>6,423,014</u>	32.	<u>350,103</u>	<u>6,773,117</u>	34.	<u>87,500</u>
TOTAL MEANS OF FINANCE	<u>\$ 29,658,937</u>	33.	<u>1,004,587</u>	<u>\$ 30,663,524</u>	35.	<u>814,100</u>
						<u>\$ 31,477,624</u>

SECTION VII - EFFECTIVE DATE

This Ordinance being necessary for the support of the government of the City of Yankton and its

Adopted:

Stephanie Moser, Mayor

ATTEST :

Al Viereck, Finance Officer

Introduction and first reading: November 27, 2023

Second reading : December 11, 2023

Published in the Yankton Daily Press and Dakotan, Official Newspaper:

I so certify

Al Viereck, Finance Officer

Memorandum #23-244

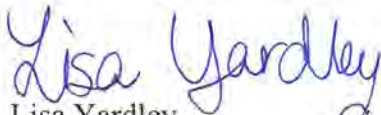
To: City Commission
From: Interim Finance Officer
Subject: Memorandum Supporting Resolution #23-70 Acknowledging the Hiring of Raelle Hummel as Deputy Finance Officer
Date: December 4, 2023

Attached to this memorandum is Resolution #23-70, a formal introduction of Raelle Hummel as the new Deputy Finance Officer.

Raelle Hummel is the new Deputy Finance Officer effective December 4, 2023. Raelle hails from Cody, Wyoming where she worked for an accounting firm for the last four years and has recently moved to Yankton with her family. Prior experience includes working as an accounting and administrative assistant for a CPA firm plus other customer service retail work. Educational experience includes a Bachelor’s degree in Accounting from the University of South Dakota and progressing on a Master’s degree with a CPA track from Post University.

One of our current banking institutions requires that this action be adopted and acknowledged in City Commission meeting minutes in order to allow her to be a signatory on banking documents. The resolution is designed to accomplish this for this banking establishment as well as any future requirements by other businesses or companies doing business with the City of Yankton. The City Finance Office will continue to ensure that checks and balances are maintained in our daily operations as required by current and future policies and procedures.


Respectfully submitted,


 Lisa Yardley
 Interim Finance Officer

Recommendation: It is recommended that the City Commission acknowledge the hiring of Raelle Hummel as the Deputy Finance Officer and authorize her as a signatory on banking documents and other records as required by her duties.

I concur with this recommendation.

I do not concur with this recommendation.



 Amy Leon
 City Manager

_____ Roll Call

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.

Adopted:

Stephanie Moser, Mayor

ATTEST:

Al Viereck, Finance Officer

Memorandum 23-230

TO: City Commission
FROM: Amy Leon, City Manager; Brittany Orr, Director of Human Resources and Employee Engagement
RE: Uniform Personnel Manual
Date: December 11, 2023

A copy of the revised Personnel Manual for the City of Yankton is included in your meeting packet. The revised manual has been updated with changes not pertaining to the Collective Bargaining Agreements. The changes have been reviewed by Ross DenHerder, City Attorney.

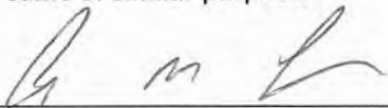
The following are the changes to the Personnel Manual:

- Removal of police department in shift differential established by City Manager – Section 418 G page 19
 - The ~~Police Department~~ shift differential is established by City Manager.
- Addition of weekend pay – Section 481B page 19
 - **Weekend Pay**
 - A. An employee who begins their shift between 12:00am Saturday morning and 11:59 Sunday evening shall be paid weekend pay of \$1.00 per hour in addition to their regular base hourly rate of pay for the entire duration of the hours worked.
- Including a \$200.00 per year for replacement of prescription safety eyeglasses – Section 501 B. page 22
 - B. Department Heads and supervisors shall exercise reasonable efforts to see that adequate protective equipment is available for use by employees under their supervision. Employees whose work requires prescription safety eyeglasses or who are in positions in which prescription eyeglasses may be damaged or broken due to occupational risks may request and will be provided with one pair of prescription safety eyeglasses at City expense up to \$200.00 per year.
- For travel expenses paid for with a City issued procurement card, adding a tip maximum – Section 504 E. page 24
 - Reimbursement for meals shall be based on the South Dakota Department of Labor & Regulations in-state and out-of-state meal rate reimbursements with the express prohibition of City funds being spent on any alcoholic beverages. No more than 20% tip is authorized on a City procurement card.

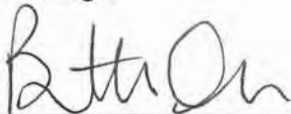
____ Roll Call

- Revision of 902 in the drug policy sections B, C, E, and F – page 51
 - B. Any illegal controlled drug or substance possessed or ingested while on duty, including on call, by employees will be turned over to the appropriate criminal justice agencies and may result in criminal prosecution. This does not apply to public safety officers who are in possession of an illegal controlled drug or substance while acting in the line of duty.
 - C. It is not permitted for an employee to be under the influence of over-the-counter, controlled, or prescription drugs or substances or alcohol on the job, including while on call, except that the legal use of controlled or prescription drugs or substances prescribed by a licensed physician is not prohibited (excepting marijuana or any substance containing a THC Metabolite, which is always prohibited on the job), but employees in positions where side effects of the prescribed medication or substance could adversely affect safety on the job, including while on call, are required to make such use known to their Department Head.
 - E. No employee may intentionally ingest, inhale, or otherwise take into the body any substance for the purpose of being intoxicated (on-duty or off-duty), excepting only off-duty ingestion of alcoholic beverages if such use is not otherwise in violation of the law, and further excepting off-duty ingestion of marijuana (or any substance containing a THC Metabolite) only if the employee holds a valid medical marijuana card issued by the South Dakota Department of Health and such use is not otherwise in violation of the law. Any employee holding a valid medical marijuana card must immediately notify the employee's department head and provide the City's H.R. Department with a photocopy of the State-issued card and each renewal thereof as continuing proof of the employee's lawful off-duty use of medical marijuana. An employee may be subject to discipline for any violation of this section, up to and including termination.
 - F. Intoxicated while on duty, including on call, will lead to termination. This would include intoxication from alcohol, pain killers, marijuana, sleeping pills, etc.

I recommend approval of Resolution #23-68 approving the revised personnel manual and, after adoption of the resolution, the manual shall be in full force and repeals previous resolutions adopted for the same or similar purpose.



Amy Leon
City Manager



Brittany Orr
Director of Human Resources and Employee Engagement

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

Adopted:
Published:
Effective:

Stephanie K. Moser, Mayor

ATTEST:

Al Viereck, Finance Officer



CITY OF YANKTON

SOUTH DAKOTA

PERSONNEL MANUAL

ADOPTED:

EFFECTIVE: 01-01-2023

TABLE OF CONTENTS

SECTION 100 - Introduction	Page 1-2
101 - Purpose and Scope.....	Page 1
102 - Application and Administration	Page 1
103 - Amendments.....	Page 1
104 - Departmental Regulations and Chain of Command	Page 1
105 - Employment at Will	Page 1
106 - Saving Clause	Page 2
107 - Release of Information	Page 2
SECTION 200 – General Policies	Pages 2-7
201 - Equal Employment Opportunity.....	Page 2
202 - Discrimination, Harassment and Sexual Harassment.....	Page 2
203 - Disability Accommodation.....	Page 4
204 - Pregnancy Accommodation.....	Page 5
205 - Immigration Law Compliance.....	Page 5
206 - Safety	Page 5
207 - Electronic Media and Services	Page 6
208 - Driver’s License	Page 7
209 - Smoking and Tobacco Use	Page 7
SECTION 300 – Conditions of Employment.....	Pages 7-12
301 - Recruitment	Page 7
302 - Application	Page 8
303 - Background Checks.....	Page 8
304 - Eligibility and Qualifications.....	Page 8
305 - Selection and Appointment	Page 8
306 - Physical Fitness	Page 9
307 – Residency.....	Page 10
308 - Nepotism	Page 10
309 - Outside Employment.....	Page 11
310 - Personnel Records	Page 11
311 - Employment References.....	Page 11

SECTION 400 – Employee Classifications and Pay Plan..... Pages 12-22

401 - Probationary Period Page 12

402 - Administrative Probation..... Page 12

403 - Classification of Positions Page 13

404 - Regular Appointment Page 13

405 - Part-Time Appointment..... Page 13

406 - Temporary Appointment Page 13

407 - Contract Labor..... Page 14

408 - Performance Evaluations..... Page 14

409 - Pay Plan Page 14

410 - Overtime..... Page 15

411 - Compensatory Time Rate Page 15

412 - Travel Time Page 16

413 - FLSA Exemption..... Page 17

414 - Dates of Pay..... Page 17

415 - Volunteer Firefighters..... Page 17

416 - Longevity Pay..... Page 17

417 - Payroll Records and Final Pay..... Page 18

418 - On-Call, Out of Class and Shift Differential Pay Page 18

418A - Call-In Pay..... Page 19

419 - Insurance Benefits Page 19

420 - Retirement Benefits Page 20

421 - Deferred Compensation..... Page 20

422 - Flex Plan..... Page 20

423 - Paperless Payroll..... Page 20

424 - Training... Page 20

425 - Transfers and Promotions..... Page 21

426 - Committees..... Page 21

SECTION 500 – Safety and Travel Pages 22-24

501 – Safety Page 22

502 - Safety Committee Page 23

503 - General Travel Policies Page 23

504 - Travel Guidelines Page 23

SECTION 600 – Leaves of Absence Pages 24-42

601 - General Policies Page 24
602 - Earned Vacation Page 25
603 - Family and Medical Leave Page 26
604 - Accrued Sick Leave..... Page 31
605 – Funeral/Bereavement Leave Page 32
606 - On the Job Injury Page 33
607 – Jury Duty Page 35
608 - Holidays Page 36
609 - Leaves of Absence Without Pay..... Page 37
610 - Military Leave Page 38
611 - Voluntary Transfer of Vacation Time Policy Page 41
612 - Volunteers – City Disaster..... Page 42

SECTION 700 - Disciplinary and Grievance Procedures Pages 42-47

701 - Disciplinary Procedures..... Page 42
702 - Forms of Discipline Page 43
703 - Written Reprimand Page 43
704 - Suspension..... Page 43
705 - Denial or Delay of Step Increase Page 44
706 - Probation Page 44
707 - Dismissal Page 44
708 - Grounds for Disciplinary Action..... Page 45
709 - Voluntary Separations & Grievances..... Page 46
710 - Non-Grievable Actions..... Page 46
711 - Signing Requirements..... Page 46
712 - Grievance Procedure..... Page 46

SECTION 800 - Separations Pages 48-50

801 - Types of Separation Page 48
802 - Exit Interview Page 48
803 - Dismissal Page 48
804 - Layoff Page 49
805 - Death..... Page 49
806 - Retirement Age..... Page 49
807 - Conditions of Separation Page 50

SECTION 900 – Drug-Free Workplace.....	Pages 50-54
901 - City’s Commitment to Drug and Alcohol Free Workplace.....	Page 50
902 - Drug and Alcohol Abuse	Page 50
903 - Testing for Drugs or Alcohol.....	Page 51
904 - Drugs Selected for Testing	Page 52
905 - Employee Responsibilities	Page 53
906 - Management Responsibilities and Guidelines.....	Page 54
SECTION 1000 – Workplace Violence Policy and General Procedures	Pages 54-56
1001 - Policy Statement.....	Page 54
1002 - Definitions	Page 55
1003 - Reporting Threats – Internal and External.....	Page 55
1004 - Prohibited Actions and Sanctions.....	Page 55
1005 - Department Security Audit and Training	Page 56
SECTION 1100 – Miscellaneous.....	Pages 56-71
1101 - Political Activity.....	Page 56
1102 - Rest Periods (Coffee Breaks).....	Page 57
1103 – Lactation Breaks	Page 57
1104 - Gifts and Gratuities.....	Page 57
1105 – Workweek.....	Page 57
1106 - Recording Time	Page 58
1107 - Personnel Records Maintenance.....	Page 58
1108 - Executive Session – Personnel Discussion.....	Page 60
1109 - Hazardous Weather & Early Closing Policies.....	Page 60
1110 - Technology Usage Policy	Page 61
1111 - Social Media Policy.....	Page 62
1112 - Cellular Phone Policy	Page 63
1113 - Clothing & Appearance Policies.....	Page 66
1114 - Tuition Reimbursement Policy.....	Page 66
1115 - Arrest Policy	Page 68
1116 - Notary Policy	Page 68
1117 - Labor Conventions, Activities and Negotiations.....	Page 68
1118 - Key and Property Policy.....	Page 69
1119 - Pet Policy.....	Page 70

100 INTRODUCTION

101 Purpose and Scope

- A. This document provides the basic outline for the personnel policies, practices and procedures of the City of Yankton.
- B. The manual contains several statements of City policy and should not be read as including the fine details of each policy or as forming an expressed or implied contract.
- C. The manual is not intended to alter the employment-at-will relationship in any way.
- D. In the event of a conflict between these policies and state or federal law, the law shall prevail.
- E. Current collective bargaining agreement provisions shall supersede these policies for those employees covered by the agreement.

102 Application and Administration

- A. The City's personnel policies and procedures shall apply to all municipal employees and appointed officers unless otherwise specified or specifically excluded.
- B. The City Manager has the responsibility for the proper administration of these policies as provided in SDCL9-10-13, as amended thereto.

103 Amendments

- A. The City will attempt to keep its manual current, but there may be times when policies change before this document can be updated.

104 Departmental Regulations and Chain of Command

- A. Department heads may develop reasonable rules and administrative regulations for department employees, as long as the language does not conflict with these policies and the administrative rules and regulations are reviewed and approved by the City Manager.
 - 1) Department heads may develop other administrative processes as necessary for the management of their programs and/or City services; and
 - 2) Inter-department policies on communication and supervision may also vary, depending upon the situation as determined by the City Manager.
- B. The City of Yankton has developed a chain of command for the operation and supervision of all departments. Employees shall follow the chain of command concerning any subject related to municipal operations, personnel policies or administrative procedures.

105 Employment at Will

- A. South Dakota is an employment-at-will state, thus both the employee and employer have the legal right to terminate the employment relationship at any time, without prior notice and for any reason, except as provided by law or applicable provisions of a collective bargaining agreement.

- B. This manual does not constitute a contract of employment. No implied oral or written agreements contrary to the expressed language of this document are valid unless they are in writing and approved by the City Commission.
- C. Any employee shall be required to perform any labor or render any services in connection with the City's business, provided that the employee's hourly rate of pay is not reduced. (CBA 8.0)

106 Saving Clause

- A. Should any part or any provisions of this manual be rendered or declared invalid by legislative or court action, such invalidation of that part or portion of this document shall not invalidate the remaining portions of this manual.

107 Release of Information

- A. Unless otherwise authorized, public statements or the release of information on any matter related to municipal policy, administration, the operation of any department, or personnel management shall be limited to the City Commission, City Manager and Department Heads or designee.

200 GENERAL POLICIES

201 Equal Employment Opportunity

- A. The City of Yankton conforms to all laws, statutes and regulations concerning equal employment opportunity and affirmative action.
- B. All qualified applicants will receive consideration for employment, and all employment decisions will be based on job-related qualifications and ability to perform the job, and will be made without regard to age, race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, pregnancy and childbirth or related medical conditions, sexual orientation, gender identity or express, protected veteran status or any other characteristics protected by law.
- C. The City will continue the principle of equal employment opportunity in the areas of recruitment, hiring, training, promotion, compensation, and benefits.
- D. The City prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

202 Discrimination, Harassment and Sexual Harassment (CBA Article 21)

- A. The City is committed to providing a productive work environment that is free from all forms of illegal discrimination and harassment as defined below.
 - 1) Discrimination includes employment related decisions and/or workplace conduct on the characteristics noted in 201 B.

- 2) Harassment is offensive, degrading and intimidating comments and/or conduct toward an individual or individuals relating to a person's characteristics noted in 201 B.
 - 3) Sexual harassment is behavior of a sexual nature which is unwelcome and personally offensive to its recipient. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a physical nature constitute sexual harassment when:
 - a. By threat or insinuation, either explicitly or implicitly, an employee's refusal to submit to sexual advances or refusal to tolerate or participate in unwanted conduct or communication of a sexual nature will affect the employee's terms and conditions of employment, including but not limited to wages, advancement, evaluation, assigned duties, shift assignment, career development, etc., or when submission is made a term or condition of obtaining or retaining employment.
 - b. Any conduct or communication of a sexual nature has the purpose or effect of substantially interfering with work performance or creating a hostile, intimidating, or offensive employment environment that may be considered offensive to another employee, including but not limited to:
 - Repeated sexual flirtations, advances, or propositions
 - Continued or repeated verbal abuse of a sexual nature
 - Foul language
 - Unwelcome physical contact
 - Graphic verbal commentaries about an individual's body or mannerisms
 - Sexually degrading words used to describe an individual
 - Displays of sexually explicit pictures, cartoons, or other materials
 - Viewing, creating and/or sending explicit or offensive materials electronically
 - Bullying, including cyberbullying
- B. No person in the service of the City or seeking appointment thereto shall be appointed, promoted, demoted, removed, or advanced in any way, or otherwise affected, on any basis or for any reason other than qualification, merit, and fitness. Discrimination against any person employed by the City or seeking employment with the City on the basis of race, sex, religion, age, color, national origin, ancestry, disability, sexual orientation, gender identity, or marital status is expressly prohibited, except where specific age or physical requirements constitute demonstrated and bona fide occupational qualifications necessary for effective work performance. (CBA 21.0). This section also relates to a person's characteristics noted in 201 B.
- C. The City and the Union shall not engage in any discriminatory practices contrary to any existing federal law or regulation or any amendment of the same, or any state law or regulation or any amendment of the same, and the City and Union shall not discriminate

against any employee on account of race, color, national origin, sex, creed, age or disability. (CBA 21.1). This section also relates to a person's characteristics noted in 201 B.

- D. All employees are responsible for reporting incidents of discrimination or unlawful harassment.
- E. Any employee who feels he/she has been the victim of illegal discrimination or harassment, including sexual harassment, or that his/her personal rights have been violated, or who has knowledge of such behavior, should immediately report the matter to a Department Head, Human Resources Director or to the City Manager. If the employee does not feel comfortable reporting the matter to any of these persons, he or she should contact any member of senior management of the City, up to and including the City Manager. All reports will be handled in a timely and confidential manner.
- F. Any immediate supervisor or Department Head who becomes aware of any possible discrimination or harassment shall immediately advise the City Manager.
- G. Upon receiving a complaint of discrimination or unlawful harassment, a prompt, thorough, and impartial investigation will be conducted. To the greatest extent practicable, the City will keep the complaint and the terms of resolution confidential.
- H. Upon conclusion of the investigation, the City will take prompt and effective remedial action if it determines that discrimination or unlawful harassment has occurred. Any employee found to have engaged in discrimination, unlawful harassment, and/or other inappropriate conduct will be subject to appropriate disciplinary action, up to and including immediate discharge.
- I. Employees who in good faith report discrimination or unlawful harassment or participate in the investigation will not be subject to retaliation or reprisals as a result of reporting the matter or providing testimony. It is the City's policy to encourage reporting inappropriate conduct and to help protect others from being subjected to similar inappropriate behavior.

203 Disability Accommodation

- A. The City is committed to complying fully with federal and state laws protecting qualified individuals with disabilities.
- B. The City will make a reasonable accommodation for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the City.
- C. It is the employee's responsibility to notify his or her supervisor and/or the Human Resources Department of the need for an accommodation. Notification may be initiated by the employee, the employee's legal representative or the City.
- D. Upon doing so, the City may ask for the employee's input on the type of accommodation that may be necessary based on the functional limitations caused by the disability. In some cases it must be supported by medical evidence acceptable to the City Manager.
- E. The City may require an examination at City expense and performed by a physician of the City's choice. The City will not seek genetic information in connection with the request for accommodation and all medical information shall be treated as confidential.

- F. Any employee separated because of disability in accordance with shall be entitled to those benefits provided by law under Workers' Compensation, retirement fund and/or Social Security.

204 Pregnancy Accommodation

- A. The City will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the City's business.

205 Immigration Law Compliance

- A. The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. All offers of employment with the City are conditioned upon furnishing evidence of identity and legal authority to work in the United States in compliance with the federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of your consideration for employment or dismissal if employed. Every rehired employee must also satisfy this requirement.

206 Safety (CBA Article 22)

- A. The City shall provide a safe and healthful work place for all employees and correct all hazards. Nothing shall imply that the Union has undertaken or assumed any portion of that responsibility.
- B. The City is committed to providing a safe work environment for its employees. The City Manager and Department Heads shall be responsible for the establishment and enforcement of safety programs and practices among City employees and their respective departments. The City's commitment includes the establishment of an "Employee Safety Manual" and Safety Committee.
- C. All employees are expected to conduct themselves and handle equipment in such a manner as to avoid accidents and injury. Employees are responsible for complying with all City, state and department safety rules. Employees are also to report unsafe working conditions or equipment to their Department Head and/or Safety Committee representative.
- D. Seat belt usage is required by state law and City policy. All municipal employees and passengers shall be required to use seat belts when driving or riding in any City owned or leased vehicle (if equipped with seat belts) or while driving their personal vehicle on official municipal business.
- E. No employee shall be required to operate equipment or do work that any reasonable employee in the exercise of ordinary care would know might cause injury to the employee or anyone else. An employee shall not be subject to disciplinary action by reason of their

failure or refusal to operate or handle any unsafe piece of equipment or work in any unsafe work situation. (CBA 22.1)

- F. The City shall provide employees with all necessary safety equipment. Questions and requests for or regarding necessary equipment may be referred to the Safety Committee or to the Human Resources Department. Employees of Departments working in rights of way shall be issued two (2) safety shirts purchased by the City each year with replacements provided by the City at the discretion of the Department Head or supervisor. (CBA 22.2)
- G. The City shall establish and maintain a program for adequate safety training in each department. The Employees may exercise all legal rights to secure a safe and healthful workplace, in a reasonable manner, without threats, loss of pay, or other reprisals of any kind. The Union shall present any and all safety concerns to the Safety Commission before taking any further action. (CBA 22.4 & 22.5)

207 Electronic Media and Services

- A. Employees may have access to one or more forms of electronic media, and services while working for the City (e.g. computers, email, radios, telephones, cell phones, voice mail, fax machines, external electronic bulletin boards, internet, social media, on-line bulletin boards, etc.). The City encourages the use of these media and associated services because they make communication more efficient, effective, and because they are valuable sources of information about vendors, customers, products and services. However, electronic media and services provided by the City are City property, and their purpose is to facilitate City business.
- B. Employees are responsible for using such equipment in a professional manner.
- C. When requested, employees must provide any passwords for City accounts to their immediate supervisor, must not attempt to access files or information that is unauthorized, and must take care to assure the security and confidentiality of information, when appropriate.
- D. Employees are responsible for the content of all files and communications they create, store and send, and all web locations they access. Employee should have no expectation of privacy as the City reserves the right to access and monitor all files, communications, and history of equipment use.
- E. Use of personal electronic devices such as personal cell phones, I-pods and MP3 players can be used during paid working hours as deemed appropriate by supervisor and do not distract from work performance.
- F. Information and files on City owned electronic equipment is considered City property and is subject to review and inspection at any time.
- G. Any stipend for using a private cell phone for City business is at the discretion of the City Manager.
 - a. Effective January 1, 2023, the City shall not issue any new cellular phone, tablet, or computer technology reimbursements and stipends. Employees who wish to utilize personal cell phones, tablets, or computers for work purposes shall first be required to

sign a consent and waiver acknowledging that such use is voluntary and that employees are not permitted to utilize their personal devices for work purposes unless the employee is clocked-in, or the employee is responding to assigned on-call duties, or the employee has the prior written permission of the Department Head or supervisor.

- H. Nothing in this policy is intended to restrict communications or prevent employees from engaging in protected activity under the National Labor Relations Act (“NLRA”), such as discussing wages, benefits, or terms and conditions of employment or legally required activities.

208 Driver’s License

- A. The City requires that all municipal employees, appointed officers, elected officials, and anyone else who operates a City vehicle must have a valid driver’s license.
- B. Each driver must have the required driver’s license for the specific type of they are operating and must provide documentation to the department head or immediate supervisor.
- C. If an employee loses his/her driving privileges, or has them restricted in any manner, he/she must report the matter to their Supervisor, Department Head and the City Manager immediately and provide proof of an authorized work permit.
- D. The loss of driving privileges may result in disciplinary action, up to and including termination.

209 Smoking and Tobacco Use

- A. City facilities are smoke free and tobacco free. Smoking and other tobacco use, including electronic cigarettes, is not allowed in City vehicles or equipment, and shall be permitted only in designated smoking areas outside of buildings and away from main entry ways, and only during designated break times. The City asks that smokers and tobacco users please use proper containers for extinguishing and disposing of tobacco products.
- B. The ban on smoking and tobacco applies to employees, customers and visitors.

300 CONDITIONS OF EMPLOYMENT

301 Recruitment

- A. The public announcement of all regular and temporary, full-time and part-time positions open for employment will be made by the City Manager’s office. An exception may be made with prior approval of the City Manager.
- B. Where sufficient qualified applicants are anticipated from within the current City staff, open positions may be posted internally for a period of seven (7) days.
- C. If qualified applications are not received within seven (7) days or if sufficient qualified applications are not anticipated internally, position opening may be advertised using:
 - 1) Local newspaper;
 - 2) South Dakota Department of Labor;
 - 3) City website

- 4) Department postings; and
- 5) Other venues, such as social media and professional publications.

302 Application

- A. Individuals interested in applying for a specific position must complete and submit a City employment application form. A resume may be required as well.
- B. Applicants need to indicate on the form the position title(s) for which they wish to be considered.

303 Background Checks

- A. The City may conduct background checks as part of the employment process, in compliance with applicable laws. The investigations may involve a third party administrator.
- B. The information that may be collected may include but is not limited to:
 - 1) Criminal and civil filing background;
 - 2) Employment history;
 - 3) Education;
 - 4) Credit; and
 - 5) Professional and personal references.
- C. **The City has the right to make the final decision about employing an individual after the background check is complete even if an applicant is given a conditional offer of employment before completion of the background check.** Information obtained from the background check will be kept confidential by Human Resources.

304 Eligibility and Qualifications

- A. To be eligible for employment with the City, an applicant must:
 - 1) Be legally eligible to be employed in the United States as proven on the required I-9 form;
 - 2) If applicable, be registered for the Selective Service as required by Federal and State laws.
 - 3) If applicable, be able to pass a physical examination and drug screening as outlined in 306.
- B. The City maintains job descriptions for each position which:
 - 1) Establishes the minimum required levels of education, experience and physical fitness necessary to qualify for appointment; and
 - 2) Details of the desired skills or qualifications.
- C. Where all other qualifications are equal, preference in employment will be given to veterans who have served on active duty and been honorably discharged from the Armed Forces of the United States as defined and specified by SDCL §§ 33A-2-1 to 33A-2-3.

305 Selection and Appointment

- A. The nature of examinations to determine the relative fitness and selection of applicants for employment to or promotion within City service will differ with the position to be filled.

- B. Each applicant for a particular position will be given the same examination by the department head including any or all of the following factors:
 - 1) Education;
 - 2) Experience;
 - 3) Knowledge;
 - 4) Skills;
 - 5) Physical fitness;
 - 6) Personality;
 - 7) Character; or
 - 8) Other qualifications deemed necessary for satisfactory job performance.
- C. The appointment of City employees is subject to the approval of the City Manager which entails:
 - 1) Notifying the selected applicant by the City Manager in writing;
 - 2) Extending an offer of employment, including a starting date;
 - 3) Ensuring that the new employee is aware of at-will conditions of employment during the training period and beyond.
- D. Upon employment acceptance the employee will be assisted by the Human Resources Coordinator in compiling all necessary and proper paperwork to establish an individual personnel file.
- E. Personnel files shall be accessible only to the City Manager, an employee's Department Head and to any others with a demonstrated need to know. An employee shall have reasonable access to his/her personnel file upon request to the City Manager.
- F. As noted in 107A, the release of information, concerning personnel management is strictly controlled.

306 Physical Fitness

- A. In order to determine physical fitness for duty, persons employed for a regular full-time or part-time position may be required to take and pass a post-offer pre-employment physical and drug screen. Physicals and drug screens may also be required at any time during City employment.
- B. The physical will be performed according to guidelines established by the City in order to determine fitness for duty.
- C. An employee may be examined by their own physician.
- D. Certain employees (e.g. police officers) may be required to pass an agility test and/or psychological examination prior to and/or during employment.
- E. All reports will be kept confidential and separate from the employee's personnel file. Access to the file will be limited, with authorization needed from the City Manager.
- F. Any costs incurred to conduct any of the aforementioned tests or examinations shall be covered by the City.

307 Residency

- A. Employees of the following departments are required to live within fifteen (15) miles of the legal corporate limits of the City, including Nebraska. A map illustrating the 15-mile area is provided in the Appendices. The area is subject to change.
 - 1) Chan Gurney Airport;
 - 2) Water/Wastewater Plants;
 - 3) Street Department (on-call for snow removal);
 - 4) Parks and Recreation Maintenance (on-call)
- B. Individuals who live more than fifteen (15) miles outside the City limits may apply for employment with the City for these positions. If they are selected, they shall be required to comply with this policy within 120 days of employment.
- C. The City Manager, at his/her discretion, may require Department Heads and other key employees to live within, or in close proximity to, the City.
- D. On-call employees must comply with Section 418B.

308 Nepotism

- A. For the purpose of this policy a “relative” is defined as a
 - 1) Spouse
 - 2) Child (natural, adoptive, foster, or stepchild)
 - 3) Parent
 - 4) Brother
 - 5) Sister
 - 6) Grandparent
 - 7) Grandchild
- B. Persons related to each other may be employed at the City, which could include them working in the same department. Each individual must be hired on his/her own merits and is qualified and suitable for employment with the City.
- C. Efforts shall be made to see that no employee is placed under the supervision of a relative. Such effort shall not be at the expense of any employee or any candidate for employment. The City shall have the option of transferring an employee to a comparable job of equal classification in order to avoid supervision by a relative.
- D. No employee of the City may hire, appoint, review, supervise, direct, promote, or participate in decisions involving hire, renewal, retention, supervision, promotion, evaluation, or compensation of a relative.
- E. Individuals who are related to current City employees may apply for and be considered without prejudice for any advertised positions at the City. However, any City employee who is related to the applicant cannot participate in any aspect of the hiring process.
- F. An employee cannot participate in personnel decisions involving a relative who is a City employee. These decisions include but are not limited to
 - 1) Performance evaluations;
 - 2) Salary determinations;
 - 3) Work assignments;

- 4) Travel;
 - 5) Office space;
 - 6) Disciplinary actions; and
 - 7) Termination decisions.
- G. The City Manager will determine if any personnel matters involving relatives create a bias or conflict of interest. Alternative supervisory procedures may be implemented to address conflict of interest situations.

309 Outside Employment

- A. Employees are permitted to engage in outside employment as long as outside employment does not interfere with the employee's duties at the City. Department Heads must have written approval from the City Manager.
- B. The supervisor, Department Head or City Manager may rescind prior approval if the additional outside employment interferes with the employee's City duties.
- C. Police Department employees must obtain written permission from the Chief of Police to perform off duty security related assignments.
- D. No City employee who is drawing sick leave, workers compensation, and/or FMLA benefits from the City shall work at any other employment during his/her time on City sick leave.
- E. The City of Yankton Workers' Compensation coverage is not extended to employees while engaged in outside employment.

310 Personnel Records

- A. It is the employee's responsibility to inform the Human Resources Office of any changes in:
 - 1) Name;
 - 2) Address;
 - 3) Phone number;
 - 4) Withholding status;
 - 5) Emergency contact information;
 - 6) Other pertinent changes which could affect their employment.
- B. Personnel records will be maintained in accordance with the records management and retention manuals for municipalities, published by the State Bureau of Administration.
- C. Confidential benefit and medical information will be kept in a separate file which is maintained by the City Manager or his/her designee. This information will only be disclosed on a need-to-know basis.

311 Employment References

- A. The City will provide only the following information on both present and past employees.
 - 1) Whether an individual is or has been employed with the City;
 - 2) Dates of employment;
 - 3) Current position or position at date of separation from employment and other positions held; and
 - 4) Verification of salary information.

- B. Additional information may be released upon approval of the City Manager. The City may require a written authorization prior to releasing any employment information.
- C. Only persons authorized by the City Manager shall give out employment information. Providing employment references including off-the-record remarks without authorization is prohibited.

400 EMPLOYEE CLASSIFICATIONS AND PAY PLAN

401 Probationary Period (CBA Articles 18.5.1 and 18.5.2)

- A. Every employee shall be on probationary status for the first six (6) months of employment for the purpose of assessing the individual's ability to perform their assigned duties.
- B. The probationary period for police officers is one year.
- C. During the probationary period, the employee may be terminated without the right of appeal or grieve or due process.
- D. An employee shall accrue both sick and vacation leave during the probationary period. Sick leave and vacation may be used as necessary only to the point of what has accrued.
- E. Probationary status employees shall not accrue seniority.
- F. Employees on probationary status are eligible to participate in a City retirement plan, accrue sick leave, purchase life insurance, and accrue paid holidays. Employees on probationary status shall receive City dental and health insurance at the end of their first full calendar month of employment.
- G. Employees will be entitled to paid holidays during the probationary period, as observed by the City.
- H. The probationary period may be extended by the Department Head for a maximum of six (6) months. No more than one extension of the probationary period shall be permitted without approval by the City Manager.
- I. Upon completion of the probationary period, the Department Head/Manager shall interview the employee and complete an employee evaluation form.

402 Administrative Probation

- A. An employee who has completed the probationary period may be placed on administrative probation when their work performance shows a definite deterioration.
- B. An action plan must be developed at the beginning of the probation period with an evaluation completed at the end of the period.
- C. The maximum amount of time an employee will spend on administrative probation is six (6) months. The number of times that an employee can be placed on administrative probation will not be limited.
- D. An employee may be terminated during or after administrative probation with the approval of the City Manager.

- E. An employee does not have to be placed on administrative probation prior to disciplinary action or termination.

403 Classification of Positions

- A. Each job within municipal service shall be assigned an individual title, or jobs of similar characteristics, duties and responsibilities shall be assigned to a group classification.
- B. Each job shall be classified in accordance with the character, difficulty and responsibility of designated duties and skills, educational and physical requirements, hazards and supervision received and exercised.
- C. The City Manager may reclassify, reassign and/or transfer any employee or employees when in his/her opinion such actions are desirable for the improvement of municipal operations.

404 Regular Appointment (CBA Article 2)

- A. Regular full-time and part-time employees participate in all fringe benefits as may be available. *(CBA 2.0)*
- B. A regular, full-time position is based upon a forty (40) hour work week. Exceptions apply to the Police Department. *(CBA 2.0)*
- C. A regular, part-time position involves less time than the normal work week but at least thirty (30) hours per week. *(CBA 2.0)*
- D. Regular, part-time employees are eligible for benefits on a pro-rated basis unless otherwise specified. The benefit ratio is based upon comparing their budgeted workday with an eight-hour work day.
- E. Certain benefits may be the same for regular part-time and full-time employees. Current examples include health, dental, vision and life insurance benefits.
- F. Regular, part-time employees may be eligible for South Dakota Retirement System participation.

405 Part-Time Appointment

- A. Employees working less than thirty (30) hours per week with pay computed to an hourly basis, as recommended by the Department Head and approved by the City Manager, shall not be entitled to fringe benefits. *(CBA 2.1)*
- B. Part-time employees will be covered by workers' compensation.

406 Temporary Appointment (CBA Article 2)

- A. Employees with the following appointment situations shall not be entitled to fringe benefits. They will be covered by workers' compensation.
 - 1) Temporary Appointment – Involves filling a regular position when circumstances warrant, not exceeding twelve (12) months, unless agreed to by the parties. *(CBA 2.2)*
 - 2) Part-time Appointment – Involves a work week of less than thirty (30) hours, with pay computed on an hourly basis, as recommended by the department head and approved by the City Manager.

- 3) Seasonal Appointment – Involves employees appointed to a position lasting no more than six months. It is typically seasonal in nature (example: summer laborer).

407 Contract Labor

Independent contractors, technical experts, and consultants appointed to render specialized temporary services are not considered employees and, therefore, are not eligible for any benefits including workers' compensation.

408 Performance Evaluations

- A. The purpose of the evaluation is to commend strengths, address weaknesses, suggest ways to improve and discuss employee goals and objectives.
- B. Evaluations will be conducted by the employee's immediate supervisor and/or Department Head. The City Manager may attend all evaluation meetings at his/her discretion. Evaluations of Department Heads will be conducted by the City Manager.
- C. An evaluation will be conducted at least once per year and as often as determined necessary.
- D. Evaluations will be conducted in private and employees are required to sign the evaluation. Signing does not imply agreement, but that the contents have been made known or discussed with the employee.
- E. Employees will receive a copy of the evaluation upon request.

409 Pay Plan

- A. The pay plan shall consist of a salary range for each classification. The pay range for each classification provides the minimum and maximum rate of pay for regular full-time and regular part-time employment.
- B. Salary ranges are determined by the relative difficulty and responsibility of the positions of the class, qualifications, prevailing rates of pay, cost of living factors, financial policy of the City and other economic conditions.
- C. Copies of the salary ranges and position title schedule shall be available for review by all City employees through their respective Department Heads.
- D. The City Manager, as the Chief Administrative Officer of the City, shall be responsible for the administration and interpretation of the official pay plan and shall establish all salaries and wages for all employees subject to the limits and procedures established herein.
- E. No salary payment shall be made to any employee which would have the effect of causing the employee's total pay for any period to exceed the maximum rate prescribed for the employee's range, except as required in adhering to regulations established for overtime allowances, shift pay, on-call pay, sick leave payout or out of class pay.
- F. The minimum rate of pay for a range shall be paid upon original appointment to the range. Appointment at a rate above the minimum may be authorized by the City Manager.
- G. A cost of living adjustment and yearly step increase must be approved by a resolution of the City Commission.
- H. The union understands that in some situations department heads or city management may

wish to recognize an employee for work performed above and beyond expectations by awarding increases on the pay scale at the discretion of the City Manager. Examples may include but are not limited to: special projects, advanced certifications, etc. In order to maintain competitiveness or to retain quality employees in the employment marketplace, sometimes city management must increase pay for specific positions or classes of positions or grant specific employees increases as determined necessary at the discretion of the City Manager. The union also acknowledges that the contract sets a baseline and is not intended to serve as a mechanism to halt or impede employee performance that goes above and beyond, or to prevent the City's efforts to recruit or retain quality employees in a competitive employment marketplace. The city shall notify the Union president and Union representative via email about any additional compensation awarded to bargaining unit employees and the reasons the extra compensation is given. All efforts will be made to ensure that such additional compensation is being awarded and approved by the City Manager in an impartial manner for the reasons so reported. (CBA 13.5)

410 Overtime (CBA Article 17)

- A. Any work performed in excess of the employee's scheduled workday or in excess of forty (40) hours in a work week shall be considered overtime and shall be compensated as overtime or as compensatory time. Vacation and sick leave shall be considered as hours worked when computing overtime.
- B. Overtime for police officers is based upon a twelve (12) hour workday and 80 hour work period.
- C. Any overtime worked shall be with the prior knowledge and approval of the Department Head or designated supervisor.
- D. Time and one-half of the employee's regular rate of pay shall be paid for all work performed in excess of forty (40) hours in any workweek or all hours worked over the scheduled work day. Vacation and sick leave shall be considered as hours worked when computing overtime. Holiday leave shall be considered hours worked when computing overtime only to the extent the employee actually begins a shift on the holiday. (CBA 17.0)
- E. Overtime is to be distributed equally to all employees of a department. If an employee is requested to work overtime, but due to other conditions and commitments cannot perform the overtime work assigned, the Supervisor shall direct a qualified employee to work the overtime. The employee scheduled to work the overtime shall immediately notify the Supervisor of any conflict so that the Supervisor shall direct a qualified employee to perform the overtime prior to the conclusion of the workday. (CBA 17.2)

411 Compensatory Time Rate (CBA Article 17)

- A. If the employee works overtime, the employee may, with the approval of the Department Head, choose to take compensatory time instead of overtime pay. Compensatory time shall be awarded at the rate of one and one-half (1 ½) hours of compensatory time for each hour of overtime worked. (CBA 17.1)

- B. Employees may accumulate compensatory time to a maximum of forty-five (45) hours. However, the City Manager may authorize individual and specific exceptions to the maximum allowable accrued compensatory time on a case-by-case basis to accomplish a reasonable administrative or staffing objective. (CBA 17.1)
- C. The days to be taken off shall be at the option of the employee with the approval of the Supervisor/Department Head. (CBA 17.1)
- D. Public Service Dogs (PSD) require routine maintenance and care every day including weekends and holidays. PSD handlers should get three and one-half (3 ½) rate stipend for the care of PSD.
- E. Specialized shifts as recommended by the Department Head and approved by the City Manager shall only be compensated overtime pay or compensatory time off for any work performed in excess of forty (40) hours in a work week. (Note: Specialized shift applies only to non-union eligible employees.)

412 Travel Time

- A. Travel time will be compensable for employees depending upon the kind of travel involved. This includes travel from job site to job site and travel to work-related meetings. Time spent traveling between home and the departure site is considered the equivalent of travel between home and work and is not compensable.
- B. Time spent traveling to and from another City is counted as hours worked even on days that are not normal workdays. Therefore, employees who are traveling to their destination need to be paid for the time spent traveling. If an hourly employee takes a one-day trip, all the time spent traveling (including meals) between cities is counted as hours worked. However, time spent traveling between home and the departure is equivalent of travel between home and work and is not compensable. Employees will be paid up to their regularly scheduled number of hours per day for travel, meetings, and seminars. Overtime/compensatory time must be approved by the Department Head.
- C. When an hourly employee is involved in overnight, out-of-town travel, a specialized shift shall apply. All time for the work week shall be straight time until the employee has worked forty (40) hours. (Note: Specialized shift applies only to non-union eligible employees.) Time spent traveling to and from another City is counted as hours worked even on days that are not normal workdays. Therefore, employees who are traveling to their destination need to be paid for the time spent traveling. However, time spent traveling between home and the departure site will not be paid. Meals and social events in conjunction with a conference are not considered time worked unless the employee has been directed by management to attend the activity for the purpose of fulfilling a work-related function. Overtime/compensatory time for the remainder of the workweek must be approved by the Department Head.
- D. All paid travel time must be requested and approved at least two weeks in advance by the Department Head and the City Manager prior to traveling.
- E. A travel request form must be completed and approved. An example of the form is provided in the Appendices.

413 FLSA Exemption

- A. To the extent permitted by federal or state law, all FLSA exempt personnel shall not receive extra compensation or overtime pay. The need for them to work extra or irregular hours from time to time in order to carry out their assigned responsibilities and properly administer the authority vested in them is a consideration in the determination of their salary. Time off reflecting extraordinary time worked is at the discretion of the City Manager and is not an “hour for hour” basis.

414 Dates of Pay

- A. All employees shall be paid on a biweekly basis with Friday being the payday.
- B. In the event a payday falls on a holiday, employees will be paid the last workday before the holiday.

415 Volunteer Firefighters

- A. An employee who is a member of a volunteer fire department, volunteer ambulance service, or search and rescue team is required to use leave (vacation or compensatory) for emergency response if the service is performed within the volunteer’s established normal work day when authorized by the employee’s supervisor, Department Head or the City Manager.
- B. Volunteer service outside this area must have prior approval of the employee’s supervisor or Department Head.
- C. Training and other activities supporting these volunteer activities will be considered on a case-by-case basis by the employee’s supervisor or department head. The absence is considered time off with pay.
- D. Volunteer firefighters shall be paid as established by the City Commission.
- E. Volunteers must be approved by the City Commission to be eligible for workers’ compensation.

416 Longevity Pay (CBA 13.4)

- A. Regular Employees hired after January 1, 2008 are not eligible for longevity pay until they have completed 25 years of continuous service with the City, beginning on the 25th anniversary date. Longevity pay shall be granted to eligible employees in accordance with the following schedule and the amount will be frozen until the employee reaches 25 years of continuous service with the City:

5-9 years from date of hire to January 1, 2012	\$250
10-14 years from date of hire to January 1, 2012	\$350
15-19 years from date of hire to January 1, 2012	\$450
20-24 years from date of hire to January 1, 2012	\$550
25+ years from date of hire	\$650

- B. In order to be eligible for longevity pay, the following conditions must be fulfilled:

- 1) "Length of Service" shall be the full number of complete years of employment, calculated on the basis of the employee's hire date, during the calendar year.
 - 2) Those years of service must be continuous.
 - 3) Employees who have had their career interrupted by service in the Armed Forces of the United States and who resume their City careers within the period of time specified in applicable federal law shall have all prior service and military service counted as years of service.
- C. Any question of eligibility shall be determined by the City Manager.

417 Payroll Records and Final Pay

- A. The Department of Human Resources shall keep appropriate records of all persons employed, their pay scale, time worked, compensatory time, accrued and used vacation and sick leave, holiday pay, all absences from duty and all other records pertinent to payroll, including the extension and verification of payroll.
- B. An employee, who is laid off, dismissed or who otherwise terminates their employment shall receive their final pay on the first regularly scheduled pay day following termination of employment and only after all City property has been returned.
- C. No employee shall be paid for any unused sick leave upon termination of employment except for any payment in excess of maximum accumulation as designated in Section 604D.
- D. An employee who has been employed six (6) months or longer shall be paid all unused vacation and pro-rated sick pay if over the maximum accrual upon termination of employment.
- E. An employee shall be paid all unused compensatory time upon end of employment.

418 On-Call, Out of Class and Shift Differential Pay (CBA Articles 13 and 16)

- A. An employee who is scheduled for call time during other than normal working hours shall receive on-call compensation at straight time in the amount of one hour for each twenty-four (24) hours in which the employee is on-call. (CBA 16.0)
- B. To be eligible for on-call pay, an employee must be regularly scheduled to be on-call, available when called, carry employer-supplied communications equipment, and live within fifteen (15) miles from their designated on-call station. (CBA 16.1)
- C. Department Heads who have on-call employees shall prepare an on-call list and make it available for all employees concerned. Employees who are on-call may trade on-call dates subject to the approval of the affected employees and the employees' supervisor(s), Department Head, or the City Manager. (CBA 16.2)
- D. Any employee who works out of class may be eligible for additional compensation. An employee works out of class when
 - a. (1) an employee is responsible for covering duties of an absent employee
 - i. excluding an absent employee with the same duties or an absent employee with the same or lower job class salary range attendant to their job title for longer than a period equivalent to two weeks or
 - b. (2) the employee's Supervisor and Department Head or the City Manager determine

the employee is working out of class. (CBA 13.21)

- E. An employee may apply for out of class pay by submitting the form labeled “Wage Adjustment Request Form” attached hereto and incorporated by this reference to their Supervisor and their Department Head. The Supervisor and Department Head shall make a recommendation to the City Manager on whether to deny or authorize the request. A Supervisor and Department Head may also make a recommendation to the City Manager on behalf of an employee. The City Manager shall make the ultimate determination to deny or authorize the request. The City Manager may consult with the parties involved in making a determination. If the request is denied, the City Manager shall provide a written rationale of denial to the employee and Department Head. (CBA 13.2.2)
- F. An employee classified as a differential shift employee or an employee working a differential shift shall be paid a shift differential of \$1.00 per hour in addition to their regular base hourly rate of pay for the differential shift. (CBA 13.3)
- G. The shift differential is established by the City Manager.

418A Call-In Pay (CBA Article 15)

- A. An employee called to work outside of their regularly scheduled work shift after having left the premises shall be paid at the rate of one and one-half times (1½) his or her regular rate of pay for the actual amount of time spent engaged in work outside of his or her regularly scheduled shift. However, each on-call shift in which any call can be handled by the employee remotely (i.e. via telephone, mobile device, computer, etc.) and does not require the employee to travel to his or her customary workplace, the employee shall be paid for a minimum of one-half (½) hour of work at one and one-half (1½) times his or her regular work pay for each response. Subsequent calls within the same one-half (½) hour will not result in additional compensation for that time. For each on-call shift in which one or more calls actually requires the employee to travel to his or her customary workplace, the employee shall be paid for a minimum total of two (2) hours at one and one-half times (1½) his or her regular work pay even if the total cumulative work from all calls is less than two (2) hours. Subsequent calls within the same two (2) hours will not result in additional compensation for that time. (CBA 15.0)
- B. If the call time assignment and the employee’s regular shift overlap, the employee shall be entitled to work his regular shift. (CBA 15.1)

418B Weekend Pay

- A. An employee who begins their shift between 12:00am Saturday morning and 11:59 Sunday evening shall be paid weekend pay of \$1.00 per hour in addition to their regular base hourly rate of pay for the entire duration of the hours worked.

419 Insurance Benefits (CBA Article 10)

- A. The City of Yankton will make group health, vision, and dental insurance programs available for participation by eligible employees. Please refer to the governing Plan documents for more information about the benefits.

- B. Payroll deduction is also available for other insurance and insurance buy up programs as available.
- C. The City shall provide each part-time regular and full-time employee with a \$15,000 life insurance policy with the premium to be paid entirely by the City. *(CBA 10.1)*
- D. The City shall provide all regular part-time and full-time employees with dental insurance with benefits that are equivalent to those now in effect with the premium for each employee (single coverage only) to be paid entirely by the City. *(CBA 10.2)*
- E. In the event of a significant increase in health care insurance costs, the City reserves the right to re-open union negotiations with respect to health care insurance and coverage at any time during the life of this Agreement or upon its expiration. *(CBA 10.4)*

420 Retirement Benefits *(CBA Article 10)*

- A. The City participates in the South Dakota Retirement System. Please refer to the governing Plan documents for more information about the benefits. Class A employees contribute 6% of their gross income biweekly to the system and Class B employees (sworn officers and fire) contribute 8%.
- B. The City matches these contributions.
- C. The City also participates in the South Dakota Retirement Supplemental Plan.

421 Deferred Compensation

- A. The International City Manager's Association (ICMA) and South Dakota Retirement Supplemental offers a deferred compensation plan to all municipal employees. Please refer to the governing Plan documents for more information about the benefits.
- B. Payroll deduction is available for employee participation in any of the funds available.

422 Flex Plan

- A. This plan allows for employees to pay for eligible insurance premiums with untaxed dollars. Please refer to the governing Plan documents for more information about the benefits.
- B. Expenses for unpaid medical costs and dependent daycare may also be run through this plan in accordance with all applicable plan rules, regulations, and guidelines.

423 Paperless Payroll

- A. Direct Deposit is required for all employees and will automatically deposit employee's pay into a designated checking and/or savings account on each payday.
- B. The first payroll after sign-up will be used by the bank to verify accuracy of account numbers and funds. The following payroll will commence the automatic deposit of funds as indicated on the authorization form and can be accessed through the Employee Self Service website.

424 Training

- A. Each department may determine and provide necessary training beyond that which is a prerequisite to employment for its employees.

- B. Any training which will require the employee to be out of the City or will incur any obligation on behalf of the City shall first be recommended by the Department Head and approved by the City Manager on the Travel Request/Travel Advance Requisition form.
- C. Any person undertaking such training shall submit the Employee Training Record form to Human Resources within ten (10) days of the training. This form will be placed in the employee's personnel file.
- D. If the City requires certificates or special training for a position, the City shall provide reimbursement of the fee required for the employee to obtain such certification. Commercial Driver's License fees shall be reimbursed after the successful completion of the employee probation period. (CBA 7.0)

425 Transfers and Promotions

- A. Vacancies will be filled by promotion wherever practical and whenever in the best interest of the City. Where applicable, promotions may require examinations.
- B. In departments where written promotional exams are given on a regularly scheduled basis, personnel shall take and pass prescribed examinations before being eligible for promotion.
- C. Employees wishing to transfer to another department or division when an opening exists must complete an employment application form.
- D. Upon meeting minimum qualifications for the stated position, the employee's name shall be placed on the proper eligibility list for consideration.
- E. When a job opening is posted, present city employees who apply and other applicants will be considered. All City employees who apply for an open position will be guaranteed to receive an interview for the position. (CBA 18.2)
- F. Upon offer of employment and acceptance, the employee shall give two (2) weeks notice to their current Department Head. The transfer shall be effective the first work week following the two (2) weeks notice or as agreed upon by the impacted parties.
- G. Employees promoted or transferred to a new position or division shall be subject to the probationary period policy and procedures described in Section 400 including termination for unsatisfactory performance. However, regular employees who have completed an initial or an extended probationary period shall be entitled to due process if terminated.

426 Committees

- A. The purpose of the Employee Committee shall be to make recommendations to the City Manager regarding employee events/activities, interests, and concerns which affect the working environment of the employees of the City of Yankton. The Committee shall work on employee recognition, employee wellness programs, annual appreciation events, and other duties as assigned by the City Manager. The employees of the City of Yankton shall select representatives to the Committee on or before January 1 annually. Each selected member serves a two (2) year term and shall serve no more than two (2) consecutive terms. The number and distribution of representatives shall be determined by the City Manager.
- B. The Health Insurance Committee (CBA 10.0) is made up of three (3) persons appointed by the City Manager, three (3) employees appointed by the collective bargaining unit and three

(3) employees appointed by the FOP (Fraternal Order of Police). A non-voting chairman shall be appointed by the City Manager. The committee shall review the health insurance plan annually, shall request and review quotes for the health insurance when deemed necessary, and shall make recommendations regarding such plans. The City will not make any changes without receiving a recommendation from the Health Insurance Committee, doing so no later than October 15 of each year. (CBA 10.5)

- C. The Safety Committee is described in Section 502
- D. Consistent with the City's anti-harassment policies, no employee shall face any retaliation or harassment as a result of their participation in, or the decisions of, any City Committee. (CBA 10.6)

500 SAFETY AND TRAVEL (CBA ARTICLE 22)

501 Safety

- A. Employees shall make reasonable effort to exercise good judgment and take appropriate precautions in the performance of their work. Department Heads and supervisors shall exercise reasonable effort to see that employees are properly trained in how to safely perform their various tasks and utilize equipment. Recklessness, laxity or carelessness will not be allowed. Prompt action shall be taken to correct or repair faulty equipment or hazardous conditions in work areas.
- B. Department Heads and supervisors shall exercise reasonable efforts to see that adequate protective equipment is available for use by employees under their supervision. Employees whose work requires prescription safety eyeglasses or who are in positions in which prescription eyeglasses may be damaged or broken due to occupational risks may request and will be provided with one pair of prescription safety eyeglasses at City expense up to \$200.00 per year.
- C. Employees who are no longer on probationary status and required to wear safety glasses shall be reimbursed for the purchase of safety glasses up to \$100.00 per year. Employees shall be required to present a receipt or other suitable proof of purchase as a condition of any reimbursement. (CBA 7.1)
- D. Employees with duties that may put them at an increased risk of foot injury are eligible for a boot reimbursement. The boots that are purchased by employees must have safety features such as a steel toe/composite toe protection, puncture resistant sole, etc., and the boots must be purchased in Yankton.
- E. Employees who are no longer on probationary status and who wear boots with safety features shall be reimbursed for the purchase of properly conforming boots up to \$150.00 per year. (CBA 7.1)
- F. For an employee to receive reimbursements, their receipt must be submitted to the Human Resource Department.
- G. All City personnel and passengers operating or occupying City vehicles or equipment, or one used on official business, will wear safety belts (lap and shoulder).

- H. Safety belt assemblies in City vehicles or equipment shall not be modified or altered in any manner without the express written approval of the Department Head.
- I. City vehicles or equipment with inoperable safety belt assemblies will not be used until the safety belt assemblies are repaired.
- J. Exception: There may be times and circumstances where the use of safety belts may be deemed inappropriate or inadvisable due to the nature of the function. Supervisory personnel may grant in writing an exception to this policy pursuant to the specific situation. As with any policy deviation, rationale must be warranted and explained upon request.
- K. Enforcement: It will be the responsibility of supervisory personnel to monitor and enforce this policy. City personnel disregarding this policy may be subject to disciplinary action.

502 Safety Committee (CBA 22.3)

- A. The City and the collective bargaining unit shall establish and maintain a joint Safety Committee.
- B. The committee will be composed of three (3) members designated and appointed by the City Manager and three (3) members designated and appointed by the collective bargaining unit. The City Manager shall appoint a non-voting chair.
- C. The committee shall meet on a regular basis as mutually agreed upon no less than once every quarter. The committee shall be charged with:
 - 1) Reviewing accidents and providing recommendations for future safety practices (without declaration of fault related to the incident);
 - 2) Hearing and reviewing presented health and safety concerns and make recommendations regarding such;
 - 3) Making recommendations for formal safety training programs; and
 - 4) Developing, reviewing and recommending a risk management policy and a safety manual.
- D. In reviewing an accident it is not the responsibility of the Safety Committee to place any blame, responsibility, liability or justification in any manner.

503 General Travel Policies

- A. In order to advance the training and professionalism of its staff, the City of Yankton authorizes attendance at certain schools and conferences, and recognizing that employees sometimes travel outside the City to conduct business, herein provides a policy framework for use by City employees.
- B. In all cases, City employees are expected to show good judgment and proper regard for economy in incurring travel and related expenses.
- C. In no instance will the City incur any cost for a member of an employee's family or other approved individual who may accompany the employee on an official trip in a private vehicle. However, with the City Manager's approval, an employee's spouse may ride along in a City vehicle with the cost difference for any expenses to be paid by the employee. The special request should be made at the same time as the travel request.

504 Travel Guidelines

- A. City employees shall make a reasonable effort to take the most economical mode of transportation feasible for any given travel assignment or arrangement.
- B. When an employee elects to take a more expensive mode of travel, said employee shall only be reimbursed for the more economical form of travel by the City. Employees are permitted, with supervisor approval, to have their own motel/hotel room.
- C. If the employee elects to arrange their own separate transportation rather than ride with other employees in available City transportation, the employee shall not be reimbursed for any travel expense.
- D. Adequate receipts shall be required for all expenses incurred on any authorized travel (with the exception of miscellaneous expenses explained below). In addition to transportation, the City shall provide for the payment of lodging, meals, registration fees and miscellaneous expenses where necessary.
- E. Reimbursement for meals shall be based on the South Dakota Department of Labor & Regulations in-state and out-of-state meal rate reimbursements with the express prohibition of City funds being spent on any alcoholic beverages. **No more than 20% tip is authorized on a City procurement card.**
- F. Registration fees shall be paid by the City in advance where possible.
- G. Miscellaneous expenses with or without a receipt (such as cab fares, tips for cabs or occurrences where receipts are not normally received) will be paid where found to be reasonable for such items as local transportation, tips and other miscellaneous expenses which are incurred by said employee.
- H. All employees shall be expected to complete an expense report within five (5) working days of return to the City from authorized travel. A per diem allowance may be requested in advance and approved at the discretion of the Department Head or City Manager instead of a reimbursement.
- I. The City shall reimburse employees for the use of their personal vehicles authorized by the City Manager or his or her designee for City business at the Federal maximum allowable rate. (CBA 13.1)
- J. If an employee elects to take their own vehicle when a City vehicle is offered, they shall be reimbursed for gas expense only.
- K. The City Manager may authorize advance travel monies in an amount not to exceed the estimated budget for the trip.
- L. Any City-approved expenses reimbursed to the employee by an outside agency must be returned to the City.

600 LEAVES OF ABSENCE

601 General Policies

- A. An employee must be in full pay status while on leave, that is, not on leave without pay or injury leave unless otherwise noted. Exceptions to this policy are noted specifically for

seniority credit while on military leave without pay. A request for a leave of absence may be denied.

- B. When an employee is promoted, demoted or transferred, all sick leave, vacation leave and compensatory time credit remain to the employee's credit and shall be so transferred. Every effort should be made to exhaust compensatory time prior to the transfer.
- C. When possible all requests for leaves of absence, with or without pay, shall be made in writing at least ten (10) days in advance of the beginning date, or as designated, to the immediate supervisor except for sick leave or injury leave requests.
- D. It is the obligation of each employee to report to work on time on a regular basis. The City will not tolerate excessive abuse of leaves with or without pay. The City has defined excessive absences as four (4) or more days within a 60-day period in which the absence has not been authorized and approved by the Department Head and City Manager or there appears to be a pattern of abuse occurring with a particular employee.
- E. Prior permission must be obtained from your department head and approved by the City Manager to take a leave of absence without pay. While on leave without pay, you will not accumulate leave credits and you must make provisions to pay for your voluntary payroll deductions.
- F. Unauthorized and unreported absences may result in a deduction of pay and may be cause for disciplinary action. You must report the reason for any absence to your supervisor as soon as possible.
 - a. If you work less than your set hours of 40 hours per week/80 hours in pay period or take leave without pay, you will accumulate sick leave at a reduced rate in proportion to the number of hours worked.
 - b. The Director of Human Resources and your Department Head has the authority to investigate suspected misuse of sick leave. If you are guilty of misuse of sick leave, the time off will be charged to leave without pay. Misuse of sick leave may be cause for disciplinary action.
 - c. Requests for leave other than sick leave must be approved by your immediate supervisor prior to your departure time. If you are ill, you must notify your supervisor prior to the start of your work shift.
 - d. The amount of time you are absent from your job without prior authorization or notification will be considered absence without leave. You will not be paid for that time. Unauthorized or unreported absences may be cause for disciplinary action.

602 Earned Vacation (CBA Article 4)

- A. Employees shall accrue annual paid vacation leave starting immediately upon employment at the rate specified below: (CBA 4.0)

0-5 years	80 working hours
6-10 years	120 working hours
11+ years or more	160 working hours

- B. For the purposes of vacation eligibility in the preceding section, vacation can be used as it is accrued in the first six months of continuous service. Vacation and personal holidays

- accrued during the first six months of continuous service are not eligible for payout if employment terminates during a new hire's probationary period. (CBA 4.1)
- C. All regular part-time employees of the City shall accrue vacation based upon a prorated basis equal to their standard equivalent workday or work week. (CBA 4.0)
 - D. Vacation should be scheduled at least two weeks in advance. The City will attempt to grant vacation at the time requested by the employee unless, in the judgment of management, operation necessity requires staffing. The City reserves the right to limit the number of employees on vacation at the same time and to limit the number of successive days of vacation taken by an employee. If the City determines it necessary to limit the number of employees on vacation at the same time, the first submitted request shall prevail. (CBA 4.4)
 - E. In the event of any conflict over simultaneous requests for vacation periods, the employee with the greater seniority shall be given his/her choice of vacation period. (CBA 4.4)
 - F. Vacations may only be used as earned and must be taken in at least fifteen (15) minute increments. Reporting of vacation leave may not cause more than the standard equivalent workday to be reported. The rate of vacation pay shall be the employee's regular rate of pay times the number of hours that would have been worked had the employee not been on vacation. (CBA 4.2 and 4.4)
 - G. Employees will accrue vacation with each pay period. Vacation hours not used during the calendar year in which they are earned may be carried over into successive years. (CBA 4.3)
 - H. The maximum allowable accrued vacation shall be two (2) times the amount of vacation earned in a year based on the employee's hire date. Any hours above the maximum accrual allowed, will be lost. However, the City Manager may authorize individual and specific exceptions to the maximum allowable accrued vacation on a case-by-case basis to accomplish a reasonable administrative or staffing objective. (CBA 4.3)
 - I. Any employee who is separated from the service of the City for any reason prior to the taking of vacation leave shall be compensated for the unused vacation the employee accumulated at the time of separation. Reimbursement for vacation leave will be at the employee's salary rate on their last day of employment. In the event of the employee's death, the earned, unused vacation is owed to his or her estate. (CBA 4.5)
 - J. As vacation leave is granted to employees for the purpose of job relief, no employee shall be permitted to waive such leave. Each employee is encouraged to take a minimum of five (5) days of continuous vacation per calendar year after the first year of employment. Holidays and compensatory time may be included in the calculation of five (5) days.
 - K. Any official holiday set forth in this article which shall occur during an employee's scheduled vacation shall be counted as a holiday, not as a day of vacation. (CBA 4.6)

603 Family and Medical Leave (CBA Article 14)

- A. The City shall adhere to the terms of the Family and Medical Leave Act of 1993 as amended (the "FMLA") as set forth in 29 USC Chap. 28 and 29 CFR Part 825. The City of Yankton shall utilize the 12-month rolling forward method to calculate an employee's available leave. The City shall adopt and maintain an FMLA policy and FMLA procedures consistent with the terms of the FMLA. (CBA 14)

- B. Family and medical leave in accordance with the FMLA will be paid to the extent of the accrued sick leave available to the employee. After the accrued sick leave has been exhausted, any further family and medical leave shall be paid only to the extent the employee has available compensatory time off or vacation leave. After all such paid leave has been exhausted, all remaining family and medical leave shall be without pay. Employees may elect to leave banked and unpaid a cumulative total balance of forty (40) hours of accrued compensatory time off or vacation leave for future use consistent with the terms of this Agreement. However, nothing herein shall grant any employee the right to take more job-protected leave than that granted by the FMLA. (CBA 14)
- C. In order to be eligible for FMLA leave, an employee must:
- 1) Have at least 12 months of service (which need not be continuous) for the City;
 - 2) Have worked at least 1,250 hours for the City during the 12-month period immediately prior to commencement of the leave; and
 - 3) Be employed at a worksite where 50 or more employees are employed by the City within 75 miles of that site.
- D. Employees who meet the eligibility requirements described above may be entitled to take up to 12 workweeks of unpaid leave for certain qualifying reasons during a 12-month period. The City designates the method used to calculate the 12-month period in which employees can take FMLA leave for qualifying reasons as the “rolling” method that is measured backward from the date the FMLA leave begins. Leave may be taken for any of the following qualifying reasons:
- 1) The birth of employee’s son or daughter, and to care for the newborn child during the first 12 months following the birth;
 - 2) The placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child during the first 12 months after placement;
 - 3) To care for employee’s spouse, son, daughter, or parent (but not in-law) with a serious health condition;
 - 4) Because of employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of his/her job.
- E. If both spouses are both employed by the City, they will be limited to a combined total leave of 12 weeks if the leave is taken for the birth of, or to care for, a newborn child; for the placement of, or to care for, a newly adopted or foster child; or to care for an employee’s parent with a serious health condition.
- F. Military Family Leave: In addition to the basic family and medical leave outlined above, there are two (2) types of Military Family Leave available:
- 1) Qualifying Exigency Leave. Employees who meet the eligibility requirements described above may be entitled to take up to 12 weeks of unpaid leave for certain qualifying exigencies. This leave may be used if the employee’s spouse, son, daughter, or parent (the military member) is on covered active duty status or has been notified of an impending call or order to covered active duty. Qualifying exigencies may include:
 - i. Short-notice deployment: Leave (up to 7 calendar days) to address any issue that arises from an impending call or order to active duty in support of a contingency operation seven days or less prior to the date of deployment.

- ii. Military events and related activities: Leave to attend any official ceremony, program, or event sponsored by the military related to the covered active duty or call to covered active duty.
 - iii. Child and school activities: Leave to arrange or provide for childcare or school-related activities.
 - iv. Financial and legal arrangements: Leave to make or update various financial or legal arrangements.
 - v. Counseling: Leave to attend counseling (by someone other than a health care provider) when necessary as a result of the covered active duty or call to covered active duty status.
 - vi. Rest and recuperation: Leave to spend time with the military member who is on short-term, temporary, Rest and Recuperation leave during the period of deployment (up to 15 calendar days each instance).
 - vii. Post-deployment activities: Leave to attend arrival ceremonies (including funeral or memorial services), reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the military member's covered active duty status.
 - viii. Parental care: Leave to arrange for alternative care for a parent of the military member when the parent is incapable of self-care; to provide care for a parent of the military member on an urgent, immediate need basis; to admit to or transfer to a care facility; or to attend meetings with staff at a care facility when such care or arrangements are necessitated by the covered active duty or call to covered active duty status of the military member.
 - ix. Additional activities: Leave to address other events arising from the military member's covered active duty or call to covered active duty status agreed upon between employer and employee.
- 2) Leave to Care for Injured Servicemember. Employees who meet the eligibility requirements described above may take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness incurred in the line of duty on active duty, if the employee is the spouse, son, daughter, parent, or "next of kin" of the covered servicemember.
 - 3) Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.
 - 4) In cases where both spouses are employed by the City, they will be limited to a combined total of 26 weeks of leave during the 12-month period if leave is taken to care for an injured servicemember.
- G. Intermittent and Reduced Schedule Leave: FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or workday), if medically necessary. Leave due to qualifying exigencies may also be taken on an intermittent basis. Intermittent or reduced schedule leave not medically necessary but requested by the employee (such as time to care for a newborn or newly placed child) may be approved on a case-by-case basis in the sole discretion of the City.

- H. If leave is unpaid, the City will reduce an employee's salary based on the amount of time actually worked. Employees will not be charged FMLA leave for periods during which they are working. FMLA leave will be accounted for in increments of one hour. Employees who require intermittent leave or reduced leave schedule are encouraged to arrange medical treatments and appointments to minimize work disruption to the extent possible. An employee requesting intermittent leave that is foreseeable may be required to transfer temporarily to an available alternative position offered by the City for which the employee is qualified and which better accommodates recurring, intermittent periods of leave than the regular employment position of the employee. The employee will be entitled to equivalent pay and benefits but will not necessarily be assigned the same duties in the alternative position.
- I. Benefits and Protections: During an approved FMLA leave, the City will maintain the employee's health coverage as if the employee continued to be actively working. If paid leave (e.g., PTO, short- or long-term disability, etc.) is substituted for unpaid FMLA leave, the City will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the City will provide instruction and the employee must make other arrangements to pay his/her portion of the premium. Health care coverage will cease if premium payment is more than 30 days late. If payment is more than 15 days late, a letter will be sent notifying the employee of the late payment. If payment is not received within 15 days after the date of this letter, health care coverage will be dropped for the duration of leave, retroactively to the date the premium payment was due, as a result of non-payment of premiums.
- J. If an employee elects not to return to work for at least 30 calendar days at the end of the leave period, he/she will be required to reimburse the City for the cost of the health benefit premiums paid by the City for maintaining coverage during the leave unless the employee cannot return to work because of a serious health condition or other circumstances beyond his/her control.
- K. On return from an approved FMLA leave, employees will generally be returned to the same position held as when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. In addition, if health care coverage lapsed because of lack of premium payment, health care coverage will be restored upon return. Use of approved FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- L. During FMLA leave, the employee will not accrue any additional employment benefits (e.g., PTO, holiday pay, bereavement leave, 401(k) contributions, etc.) except as specifically required by law or as provided in the City's written policies and plan documents. Benefits accrued by the employee before the leave began will be restored to the employee when he/she returns to work.
- M. Requesting FMLA Leave:
 - 1) Foreseeable: If an employee's need for FMLA leave is foreseeable, the employee must give the City at least 30 days prior notice of the need to take leave.
 - 2) Unforeseeable: When 30 days notice is not possible, employees must give notice as soon as practicable (generally within two business days of learning of the need for leave, except in extraordinary circumstances). Failure to provide such notice may be grounds for delaying or denying leave.
- N. Upon requesting leave, employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection, as well as the anticipated timing and duration of the leave. Vague, ambiguous or non-responsive information will be

considered insufficient. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. Refusal or failure to give reasons for requesting FMLA leave or to provide the requested medical certification may result in the delay or denial of FMLA leave.

- O. Medical Certification: An employee will be required to provide a timely, complete and sufficient medical certification by a health care provider if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Employees must provide the requested certification within 15 calendar days unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts. If the certification is not complete or is insufficient, employees will be required to obtain and provide the additional information necessary to make the certification complete and sufficient. Failure to provide the requested certification in a timely manner may result in delay or denial of the leave. If an employee refuses or fails to provide a certification, his/her leave request may be denied and the employee will be held to the City's attendance policy. If necessary, the City may contact the health care provider directly to clarify or authenticate a medical certification provided by an employee.
- P. The City, at its expense, may require the employee to obtain a second opinion if it has a reasonable question regarding the medical certification provided by the employee. If the second health care provider's opinion differs from the original medical certification, the City, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency, such as active duty orders. When a leave is requested, the City will notify the employee of the requirement for medical certification and when it is due. Failure to provide complete and sufficient certification as required may result in the delay or denial of FMLA leave.
- Q. Notice of Eligibility and Designation of FMLA Leave: After requesting FMLA leave, employees will receive written notice of:
 - 1) Their rights and responsibilities in connection with such leave;
 - 2) The designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and
 - 3) The amount of leave, if known, that will be counted against the employee's FMLA leave entitlement. The City may retroactively designate leave as FMLA leave with appropriate written notice.
- R. Recertification: Depending on the circumstances of the leave, the City may require recertification of a medical condition for an employee's own serious health condition or a family member's serious health condition every 30 days in connection with FMLA-related absences. Recertification may be requested more often under some circumstances, such as with an extension of leave, if circumstances described in the previous certification have changed or the City receives information that causes it to doubt the validity of the employee's stated reason for the absences.
- S. Returning From Leave: If leave is taken because of an employee's own serious health condition (except when employee is taking intermittent leave), employees may be required to provide medical certification that they are fit to resume work. The certification must also identify any applicable restrictions. Fitness for Duty Certification Forms may be obtained from Human Resources. Employees failing to provide the release from their health care provider may not be permitted to return to work.

- T. Reporting While on Leave: If leave is taken because of an employee's own serious health condition or to care for a family member, employees must report periodically on their status and intent to return to work. In addition, employees must give notice as soon as practicable (within two business days, if feasible) if the dates of leave change, are extended, or initially were unknown.
- U. Paid Leave Utilization During FMLA Leave: FMLA leave is unpaid. Employees eligible for FMLA leave must first utilize accrued PTO days during this leave. Please note that employees receiving short- or long-term disability or workers' compensation benefits will not be required to utilize their accrued PTO. However, employees may elect to utilize available PTO days to supplement these benefits. FMLA absences will be unpaid upon exhaustion of all paid leave. The substitution of paid leave time for unpaid leave time does not extend the applicable 12-week or 26-week leave allotment. In no case should the substitution of paid leave time for unpaid leave time result in receipt of more than 100% of an employee's salary.
- V. Concurrent Leaves of Absence: To the extent that an employee is entitled to take FMLA leave pursuant to this policy, and under the same circumstances is also entitled to take one or more kinds of leave pursuant to other policies or practices, both the FMLA and otherwise available leaves will be deemed to be taken concurrently.
- W. No Work While on Leave: While on approved leave, it is expected that employees only engage in those activities that are consistent with the reason for the leave. The taking of another job while on an approved leave of absence is grounds for immediate termination, to the extent permitted by law.
- X. Recordkeeping: Records and documents relating to certifications, re-certifications or medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the personnel files.
- Y. Employees should contact the Human Resources Department for FMLA eligibility and provision details. A copy of FMLA provisions will be made available to employees upon request.

604 Accrued Sick Leave (CBA Article 5)

- A. Sick leave benefits are granted on the basis of: *(CBA 5.0)*
 - 1) Eight (8) working hours per month of service on a forty (40) hour work week.
 - 2) Sick leave with pay may be accumulated to a maximum of 960 hours.
 - 3) Employees holding regular appointment with a standard work week of less than forty (40) hours shall earn sick leave credits and have a maximum accrual of sick leave credits based on their budgeted work week compared to a forty (40) hour work week.
- B. Sick leave may be authorized on any scheduled work day other than holiday or other authorized absence for the following: *(CBA 5.1)*
 - 1) Personal illness or off the job injury.
 - 2) Enforced quarantine of the employee in accordance with community health regulations.

- 3) Illness in the immediate family when it can be clearly shown that an employee's presence is required. Immediate family shall mean the employee's spouse, natural child, adopted child, foster child, stepchild, parents, step-parents, brothers, sisters, grandparents, grandchildren and the same relatives of a spouse. The employee's Department Head or the Department Head's designee shall approve such use.
- C. Reporting of sick leave may not cause more than the standard equivalent workday to be reported on the City's timekeeping software timesheet. *(CBA 5.1)*
- D. When a person accumulates the maximum sick leave allowed, additional sick leave will continue to accrue until the end of the calendar year. However, this additional sick leave may not be used and will not carry over into the next calendar year. Each employee, who accrues this additional leave, shall be paid based on one (1) hour pay for every two (2) hours additional sick leave accrued. A review of all employees' sick leave records shall be made on the last working day in December with payment the first payday in January. *(CBA 5.2)*
- E. The employee shall complete a timesheet note (giving the reason sick time is being used) in the City's timekeeping software for all sick leave used and submitted with the timesheet reporting sick leave taken. After approval by the Department Head and City Manager, the report will be placed in the City's timekeeping software timesheet. *(CBA 5.4)*
- F. Sick leave with pay is authorized only if the employee notifies their Department Head or supervisor of the necessity for absence. An employee whose work requires a substitute for a particular shift assignment is required to give reasonable notification in advance of the employee's assigned time to start work. *(CBA 5.5)*
- G. If an employee is absent from work and has not notified the Department Head or supervisor of an illness, sick leave will not be granted for the absence and the absence will be recorded as an unauthorized leave. *(CBA 5.5)*
- H. A medical certificate or other substantiating evidence of illness may be required for any sick leave absence. Abuses of sick leave benefits shall be sufficient cause for an employee to be disciplined. *(CBA 5.5)*
- I. For an extended period of sick leave, a doctor's report of expected duration shall be sufficient. *(CBA 5.5)*
- J. Before an employee can be permitted to perform assigned duties after having sustained an injury or having been ill beyond forty (40) continuous work hours, said employee may be required to present the Department Head and the Human Resources Department with a physician's report stating that the employee is fit for work. *(CBA 5.5)*

605 Funeral/Bereavement Leave *(CBA Article 9)*

- A. An Employee shall be granted up to twenty-four (24) hours paid absence for general bereavement and to attend or plan for a funeral following death of a member of their immediate family which shall include: spouse, natural child, adoptive child, foster child, stepchild, parents, stepparents, brothers, sisters, grandparents, grandchildren and the same relatives of the employee's spouse. *(CBA 9.0)*

- B. Employees may take up to 56 additional hours for the death of a spouse and up to 16 additional hours for the death of other members of immediate family as defined above. Additional days of bereavement/funeral leave shall be deducted from the employees' accumulated sick or vacation leave. (CBA 9.0)
- C. All funeral/bereavement leave must be used within one year of the death. (CBA 9.0)
- D. A timesheet note explaining employee's relationship to the deceased must be completed within the City's timekeeping software timesheet for all bereavement leave used and submitted with the timesheet reporting bereavement leave taken. After approval by the Department Head the note will remain on file in the City's timekeeping software timesheet. (CBA 9.0)
- E. The policy of the City of Yankton is to purchase flowers only in the event of an employee's death. This policy does not apply to family member's of the employee.

606 On the Job Injury (CBA Article 5)

- A. The City of Yankton (the "City") is committed to maintaining a safe workplace. The City provides a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all applicable federal, state and local occupational health and safety laws. (CBA 5.6)
- B. Each employee has a duty to comply with the City's safety rules and you are expected to take an active part in maintaining this hazard-free environment. This includes employees working in a pre-approved remote work arrangement, who are also encouraged to set up an ergonomically-friendly environment. (CBA 5.6)
- C. Each employee shall observe all safety rules, adhere to all safety instructions provided by supervisors and use safety protections where required. Each employee's work area shall be kept neat, clean, orderly and free from potential hazards. (CBA 5.6)
- D. Each employee is required to report any accidents or injuries—including any safety violations or near misses—and to promptly report any unsafe working condition, process or procedure to a supervisor. Failure to abide by the City's safety and accident rules may result in disciplinary action, up to and including termination. (CBA 5.6)
- E. The City shall provide workers' compensation insurance benefits to employees for job-related injuries or illness in accordance with applicable state law. This insurance provides for medical care and temporary disability, and benefits for permanent disability. The amount of benefits payable, as well as the duration of payments, depends upon the nature of an employee's injury or illness and applicable law. (CBA 5.6)
- F. Responsibilities of Employee:
 - i. If an employee is injured or become ill while performing his or her job duties—whether in the office or while performing job duties pursuant to a pre-approved remote work arrangement—the employee shall immediately report the injury or illness to his or her supervisor. This ensures that the City can help the employee obtain appropriate medical treatment and report the claim to the City's third-party workers' compensation insurance carrier who will determine coverage. (CBA 5.6)

- ii. An employee's failure to follow this procedure by not immediately reporting a work-related illness or injury may delay the employee's benefits or may even jeopardize his or her receipt of benefits. Questions regarding workers' compensation insurance should be directed to the Human Resources Department. (CBA 5.6)
 - iii. Each employee should be aware that workers' compensation insurance does not cover the payment of workers' compensation benefits for any injury which arises out of his or her voluntary participation in any off-duty recreational, social, or athletic activity which is not a part of his or her work-related duties. (CBA 5.6)
 - iv. Filing a false or fraudulent workers' compensation claim is also a violation of the City's policy, and will result in disciplinary action, up to and including immediate termination. (CBA 5.6)
 - v. If an employee must be off work due to a work-related injury or illness, the employee shall comply with all treatment regimens and cooperate with all pertinent City and third-party administrators/carriers in a good-faith effort to return to work. The employee may be required to provide a fitness for duty certification prior to returning to work. (CBA 5.6)
- G. No Retaliation:
- i. The City prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting an accident, injury or near miss as well as for reporting any health and safety concerns, violations of this policy or for cooperating in safety-related investigations. The City will not discharge, discriminate or otherwise retaliate against employees for making any such reports. (CBA 5.6)
- H. If any employee has any questions regarding this policy, or if any employee has questions about health and safety that are not addressed in this policy, please contact the Human Resources Department. (CBA 5.6)
- I. On the Job Injury Compensation: Employees are covered by Workers' Compensation as provided by the law of the State of South Dakota. The City shall adopt a policy and procedures consistent with South Dakota statutes and regulations applicable to the Workers' Compensation. (CBA 5.7)
- J. Any employee who while following or acting within the scope of City policy is injured in the performance of his/her duties in a manner that causes disability preventing the employee from returning work shall receive the difference between the employee's regular pay and the Workers' Compensation payment ("supplemental benefits") for the period of disability not to exceed thirty (30) calendar days, and thereafter the corresponding number of hours will be charged against the employee's sick leave credit until the same is exhausted. (CBA 5.7)
- K. Extension of the supplemental benefits may occur if medical certification is obtained that shows the medical condition such that the employee cannot return to work. The City is under no obligation to continue its payment supplemental benefits beyond thirty (30) calendar days. Where applicable after exhausting sick leave and City supplemental benefits,

an employee may use accumulated vacation leave, personal holiday time (used in 8-hour increments), or sick leave that is donated through the Catastrophic Illness Leave Donation policy to supplement Workers' Compensation benefits. (CBA 5.7)

- L. The employee shall not be entitled to any supplemental payment under this section in an amount that, when added to any workers' compensation benefit and/or any compensation received from the employer, result in the employee receiving total compensation greater than the average weekly wage for the applicable time period. (CBA 5.7)
- M. An employee that has been injured on the job shall be required to keep the Human Resources Department and his or her Supervisor or Department Head informed at all times regarding the status and healing progress of the injury and continue to provide up-to-date written work restrictions provided by the employee's treating health care provider(s), if any. The Department Head or Designee and Human Resources Director shall be responsible for monitoring and confirming work restrictions remain valid and their compliance is ensured. (CBA 5.7)
- N. All vacation, sick leave and holiday leave earned while on injury leave shall accrue at the employee's regular rate during the initial ninety (90) day period. Throughout the remainder of the leave, additional vacation, sick and holiday leave accrual shall be prorated relative to the sick, vacation and/or compensatory time being reported. (CBA 5.8)
- O. The City shall treat disabilities due to pregnancy the same as other temporary disabilities. (CBA 5.9)
- P. An employee that has been injured on the job shall be required to keep the Human Resources Department and his or her supervisor or Department Head informed at all times regarding the status and healing progress of the injury and continue to provide up-to-date written work restrictions provided by the employee's treating health care provider(s), if any. The Department Head and Human Resources Director shall be responsible for monitoring and confirming work restrictions remain valid and that they are complied with. (CBA 5.10)

607 Jury Duty (CBA Article 11.2)

- A. It is the civic obligation of each City employee to serve on a jury if he or she is called. An employee may not be discharged or suspended for serving on a jury. While on jury duty or while appearing as a legally required witness, an employee shall turn over to the City Finance Officer any payments received for such duty during scheduled work days, except payments received for mileage, meals or expenses for out-of-town jury duty and be paid in full for their normal work schedule. The employee may select to keep the payments received and use vacation or compensatory time for their normal scheduled workdays. (CBA 11.2)
- B. A timesheet note in the City's timekeeping software timesheet indicating the amount of time away from the scheduled work day is required for any time spent on jury duty. After approval by the Department Head, the note will remain on file in the City's timekeeping software timesheet. The Employee shall notify the Department of Human Resources for Jury Duty tracking. (CBA 11.2)

- C. An employee who is required to make a court appearance in an official capacity in connection with the City of Yankton or as an expert witness shall be deemed to be on duty and no charge will be made against leave. Any compensation received for the appearance shall be turned in to the Finance Officer. However, if an employee is involved in a personal case, either as a plaintiff or as a defendant, the employee may be granted leave but the time the employee takes off will be charged either to accrued vacation leave, compensatory time off, or leave of absence without pay.
- D. An employee who is entitled to vote in a public election shall be given two (2) hours of time off with pay to vote, unless he/she has two non-working hours in which to vote while the polls are open. The City may designate the particular hour of absence. Voting leave is paid leave. The City may not, because of an employee's absence to vote, penalize the employee or deduct from an employee's usual salary or wages.

608 Holidays (CBA Article 3)

- A. Full-time employees shall receive eight (8) hours pay for each of the holidays listed below on which they perform no work. (CBA 3.0)
- B. All regular part-time employees of the City shall receive holiday pay based upon a prorated basis equal to their standard equivalent workday. (CBA 3.0)
- C. The following holidays will be observed by the City: (CBA 3.0)
 - 1. New Year's Day – January 1
 - 2. Presidents' Day – 3rd Monday in February
 - 3. Memorial Day – Last Monday in May
 - 4. Independence Day – July 4
 - 5. Labor Day – 1st Monday in September
 - 6. Veterans' Day – November 11
 - 7. Thanksgiving – the 4th Thursday and Friday in November
 - 8. Christmas Eve (24th of December), unless Christmas Eve falls on a Friday, Saturday or Sunday;
 - 9. Christmas Day – December 25
 - 10. Three Personal 8-Hour Days (to be used at any time through the year pending their department head or the department head's designee's approval), and a fourth Personal 8-Hour Day in each year in which Christmas Eve falls on a Friday, Saturday, or Sunday. Personal days for new-hire employees will be pro-rated based on the date of hire as follows:
 - i. Date of Hire in 1st Quarter – Three 8-hour days (Four 8-hour days in years when there are four personal days accrued);
 - ii. Date of Hire in 2nd Quarter – Two 8-hour days (Three 8-hour days on years when there are four personal days accrued);
 - iii. Date of Hire in 3rd Quarter – One 8-hour day (Two 8-hour days on years when there are four personal days accrued); and
 - iv. Date of Hire in 4th Quarter – No personal day (One 8-hour day on years when there are four personal days accrued) (CBA 3.0)

- D. Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed below fall on a Sunday, the succeeding Monday shall be observed as the holiday. (CBA 3.1)
- E. When an employee is required to work on a holiday, the City will pay regular employees time and one-half (1 ½) for the number of hours actually worked, plus the holiday pay. (CBA 3.2)
- F. "Shift workers" working a shift that begins on a holiday will receive time and one-half (1 ½) for the number of hours actually worked plus the eight hours holiday pay. (CBA 3.2)
- G. Holiday pay shall not be paid to an employee if such employee has not complied with a direction to work on the holiday in question. (CBA 3.5)
- H. An employee shall be eligible for pay for the holiday falling within a pay period for which the employee has received compensation provided, however, that the employee worked the day before and the day after the holiday unless otherwise excused or unless the time is credited to either accrued vacation leave, sick leave or worker's compensation leave. (CBA 3.3)
- I. If a holiday falls within the vacation period selected by the employee, the holiday hours shall not be considered as a part of the vacation period and the employee will not be paid vacation pay for such holiday hours. Instead, the employee will receive only holiday pay calculated at straight time. (CBA 3.4)
- J. The City Manager shall have discretion to grant all employees additional one-time paid holidays. (CBA 3.6)
- K. Personal days should be scheduled at least two weeks in advance and shall be taken in increments of no less than eight (8) hours. The City will attempt to grant personal day(s) for the date(s) requested by the employee unless, in the judgment of management, operational necessity requires staffing. The City reserves the right to limit the number of employees out on vacation/personal day leave at the same time. If the City determines it is necessary to limit the number of employees on vacation/personal day leave at the same time, the first submitted request shall prevail. In the event of any conflict over simultaneous requests for personal day/vacation periods, the employee with the greater seniority shall be given first choice. Personal days may only be used in full-shift or half-shift increments. (CBA 3.7)

609 Leaves of Absence Without Pay (CBA Article 11)

- A. A leave of absence without pay may be requested by following the rules below. No sick or vacation leave shall accrue during a leave of absence without pay. (CBA 11.0)
- B. An employee shall be eligible for leave of absence without pay only at the discretion of their Department Head. Prior to taking leave of absence without pay, all sick and vacation leave shall be exhausted. (CBA 11.0)
- C. An employee shall accrue seniority and benefits while on leave of absence. An employee may be responsible for paying for his or her benefits at a rate proportional to the number of hours actually worked during the leave of absence. The employee shall be returned to the position he or she held at the time the leave of absence was granted when he or she returns from the approved leave of absence. (CBA 11.1)

- D. Duration: Sick leave without pay may not exceed forty-five (45) days unless approved by the City Manager. During the forty-five (45) calendar days, the City will continue to pay its portion of the employee's health and life insurance policies at the same rate as prior to the employee's request for sick leave without pay. At the end of the forty-five (45) day period, the City will have the option to terminate the employee's employment with the City and cease making any contribution to the health and life insurance policies of the employee. If applicable, leave accommodation requests under the Americans with Disabilities Act and protected leave under the Family and Medical Leave Act shall take precedence over any conflicting provisions of this section.
- E. Educational Leave Eligibility: Educational leave of absence without pay may be granted to an employee not to exceed twelve (12) months. Course work shall be related to the employee's career field. The leave must be recommended by the Department Head and approved by the City Manager. If, upon investigation of responsible authorities, it is found that educational leave will be beneficial to the City as well as to the employee, and it is practical to allow the employee's position to remain vacant or to be filled by a temporary employee, educational leave without pay may be granted.
- F. Requesting Educational Leave Without Pay: Requests shall be submitted in writing to the Department Head two (2) months in advance of the starting leave date stating the reasons for the requested leave, the date the leave will begin and the probable date of return.
- G. Other Leave Without Pay Duration and Benefits: A Department Head or the City Manager may grant leaves of absence without pay up to forty-five (45) calendar days. During the forty-five (45) days the City will continue to pay its portion of the employee's life and health insurance. The City Manager may at his or her discretion extend the leave of absence without pay beyond forty-five (45) days.
- H. Eligibility: Any leave of absence without pay shall not be permitted until all vacation leave and compensatory time has been exhausted.
- I. Request: Any request for leave of absence for personal reasons shall be submitted in writing to the Department Head two (2) weeks prior to the starting leave date stating reasons for the request, the date the leave shall begin, and the probably date of return.
- J. An exception to the notice period may be made under special circumstances.

610 Military Leave (CBA Article 11)

- A. Active Duty: An employee of the City who is called to active duty with the Armed Forces of the United States will be granted a leave of absence and shall be re-employed in the department in which he was employed at the time of his or her departure, upon condition the employee is physically and mentally suited to perform the required duties. Employees whose military service is less than thirty-one (31) days must report for re-employment at the beginning of their first regularly scheduled workday that would fall eight (8) hours after he or she returns home. If the period of service is thirty-one (31) to one hundred eighty (180) days, the employee must submit an application for re-employment no later than fourteen (14) days following the completion of service. If the period of military service is greater than

one hundred eighty (180) days, the employee must submit an application for re-employment not later than ninety (90) days after the completion of service. If the submission of a timely application in any of these situations is impossible or unreasonable through no fault of the employee, the application must be submitted as soon as possible. Failure to report or submit a written application within the specified periods above will be considered to be a voluntary resignation. Vacation and sick leave shall not accrue during the term of absence. (CBA 11.3B)

- B. Reserve Duty: Any employee who is a duly qualified member of any Reserve Component of the United States Armed Forces shall be entitled to receive a leave of absence from City work for a period not to exceed ten (10) work days in any one military fiscal year. At the conclusion of such service, the employee shall be entitled to return to city employment without loss of status, pay, or seniority, provided the employee is still able to perform the employee's job duties. The employee shall give the Department Head at least thirty (30) work days notice of the need for Military Training Leave prior to the time of the leave. The employee must return to the city position immediately upon being relieved from such military service and not later than the time herein limited for such unless prevented from so returning by physical or mental disability or other such cause not due to the employee's own fault, or unless the employee is required by the proper authority to continue in such military service beyond the time herein limited for military training leave. An employee may be eligible to receive the difference between their military pay received and their authorized salary, provided that the military pay is less than the authorized City salary. This difference may not be paid to exceed ten (10) regular working days in any one (1) calendar year. The difference of pay between military pay and authorized City salary shall be reduced by one day's pay for each vacation day earned in excess of ten (10) vacation days per year by the employee. In order to receive compensation, the employee must file a statement of earnings from the military with the Human Resources Department. The period of military service will be counted as full service with the City for the purpose of accruing leave. (CBA 11.3A)
- C. For employees whose military service is thirty-one (31) days or more health, vision, dental and life benefits will stop at the end of the month they last worked. The employee may privately/personally pay for the continuation of such benefits during the period of leave. The benefits will resume on the employee's first day of return as a full-time employee. In order to receive compensation, the employee must file a statement of earnings from the military with the Human Resources Department. (CBA 11.3C)
- D. Drills: Employees shall be permitted to attend required monthly military weekend drills. Said employees shall be responsible for notifying their supervisor in advance of the scheduled drill so as to allow proper time to adjust City work schedules to provide adequate manpower for required City functions. The advanced notification by the employee may be given in writing to the Supervisor.
- E. Active Duty Request: The Department Head shall approve a military leave of absence upon the request of an employee. The employee must present a copy of active duty orders to the Department Head as soon as possible after receipt of such orders.

- F. Short Tour Request: The employee shall present copies of orders, specifying inclusive dates of the short tour, as soon as possible after notification to said employee's Department Head who shall then approve the military leave.
- G. Military leave reinstatement procedures are as follows:
 - a. Limitation - the employee must apply for reinstatement within ninety (90) days after release from extended military service or within 90 days after hospitalization.
 - b. Proof of Discharge - the employee must present a copy of said employee's release for discharge from active military duty or a notarized copy thereof as proof to be eligible for reinstatement.
 - c. Physical Examination - the employee may be requested to have a physical examination prior to reinstatement to ensure the employee is capable performing all the essential functions of the job.
 - d. Honorable Discharge - the employee must be released or discharged under honorable conditions to be eligible for reinstatement.
- H. Position: An employee who entered the Armed Forces of the United States shall be reinstated to said employee's former position or to a comparable position and, if such position is not available, then to a position of like seniority, status and pay. Such right shall be subject to three limitations:
 - a. Mental or Physical Disqualification. Reinstatement of employee cannot be required in position, which said employee is mentally or physically unqualified to fill.
 - b. Abolished Positions. If a position formerly held by an employee applying for reinstatement has been abolished, said employee shall be offered the opportunity of reinstatement in a position of like status and pay.
 - c. Lack of Seniority. Reinstatement of such employee must not make it necessary to lay off an employee of greater seniority.
- I. Seniority: When there are more applications for reinstatement than there are positions available, the position shall be filled according to seniority. Seniority shall accrue to the first person called to report to duty or perform duty of the armed forces, and thereafter to any similar employee next nearest to first person's employment in point of time if such first person shall not within the period set out to apply for reinstatement.
- J. Duties: Reinstated employees must actually perform the duties characteristic of their class, as do other employees.
- K. Other Classes: If there is no appropriate vacancy in the class of positions left by the former employee when said employee entered the Armed Forces, said employee may be placed in the appropriate vacancy in any other classes specified by said employee and deemed proper by the City Manager.
- L. Declining of Position Offered: If a former employee declined a proper reinstatement for a comparable position, said employee forfeits all reinstatement rights, except that said employee may request to be placed on the re-employment eligibility list.
- M. Employee on Probation: An employee who entered the Armed Forces while serving during said employee's probationary period on a regular appointment shall have said employee's

name placed on the re-employment list according to seniority. However, employees must apply for reinstatement in accordance with the prescribed procedure.

- N. Benefits for reinstated employees will be based upon the following policies.
 - a. Classification. The employee will be reinstated to a position in the current classification plan.
 - b. Entrance Examinations. No new entrance test shall be required before reinstatement.
 - c. Seniority. A reinstated employee shall be entitled to full reinstatement of seniority, including time served in the Armed Forces, following the date of reinstatement to the job. However, this policy shall not be construed as allowing sick leave, vacation leave, or retirement benefits to accrue for the time served in the Armed Forces.
 - d. Sick Leave. Sick leave accrued prior to active duty shall be retained while the employee serves on active duty.
 - e. Salary Adjustment. If a former employee who entered the Armed Services of the United States is reinstated or re-employed in the same position said employee held prior to entry in the Armed Forces, or in some other position of the same class, said employee's salary will be adjusted to the salary provided under the position classification and compensation plan prevailing at the time of reinstatement or employment.

611 Voluntary Transfer of Vacation Time Policy

- A. The voluntary transfer of vacation leave to other employees may take place in order to help those employees who have exhausted their leave accruals and are unable to work because of either extended personal illness or family crisis which requires a Leave of Absence.
- B. The guidelines for transfer are:
 - 1. Each employee will need to submit a Request for Vacation Donation to Human Resources. The request will be reviewed on a case-by-case basis and approved by the City Manager.
 - 2. A donor may authorize the transfer of up to 24 hours of vacation leave. A donor may transfer no more than 24 hours in a twelve-month period.
 - 3. The vacation leave balance of the employee donating hours may not drop below 40 hours due to the transfer.
 - 4. A vacation donation form, available in the Human Resources Office, must be completed. The donor's names and donations will be kept confidential; however, individual donors may personally inform the recipient of their transfer if they so desire.
 - 5. Transfers will only be permitted for a specified individual and during a specified time period to be announced by memorandum upon administrative approval. Donations will be taken in the order they are received and, in the event that all hours are not needed, the remainder will return to the donor's credit. Leave shall be transferred in order to grant full pay to the extent the donations allow. Partial pay shall not be allowed in order to extend the leave time.
 - 6. All vacation leave, sick leave (where allowed), and/or compensatory time must be exhausted before granting administrative leave of absence.

7. If the recipient is on leave of absence status, he/she will not accrue sick or vacation and will not be eligible for holiday pay. He/she will be responsible for his/her share of their health and life insurance premiums. If he/she defaults due to insufficient pay for payroll deduction and no direct payment to the City, his/her health and life insurance shall not be continued except where applicable.
8. The hours donated shall be transferred on an hour for hour basis. The recipient will be paid at his/her normal hourly rate and will not be obligated to repay the leave donated.
9. Recipients receiving workers compensation benefits shall not be eligible for administrative leave of absence.
10. Administrative leave of absence may be authorized in conjunction with Family and Medical Leave.

612 Volunteers – City Disaster

- A. A City employee who is a member of an established volunteer organization (i.e. Red Cross) and who is called out to duty in the event of a disaster may be granted a leave of absence with pay.
- B. The leave of absence may be granted for a period not to exceed the designated number of days established by the City Manager. The request shall be submitted in writing to the Department Head as soon as possible stating reasons for the request, the date/time the leave shall begin and the probable return date.

700 DISCIPLINARY AND GRIEVANCE PROCEDURES (CBA ARTICLES 19 AND 20)

701 Disciplinary Procedures

- A. The City’s disciplinary and grievance procedures explain the normal corrective and disciplinary process that may be used and identifies a way for employees to grieve certain decisions made.
- B. The City reserves the right to discipline any employee for performance, conduct, business or other job-related reasons, but not for any factors related to age, race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, pregnancy and childbirth or related medical conditions, sexual orientation, gender identity or express, protected veteran status or any other characteristics protected by law. The City Commission has the authority to discipline the City Manager and Finance Officer.
- C. The City Manager has the authority to discipline all Department Heads and employees, with the exception of the Finance Officer. Department Heads, with the approval of the City Manager, have the authority to discipline employees within their department.
- D. Disciplinary actions shall be applied when the proper authority determines such actions are necessary.
- E. The previous failure of the City to address infractions does not prevent the administration of disciplinary action should just cause exist. Management shall make reasonable efforts to address infractions or offenses as soon as reasonably possible after the discovery of such

infractions or offenses. Management shall be required to provide a rational basis for any delay longer than thirty (30) days following Management's discovery of the infraction or offense. (CBA 20.0)

702 Forms of Discipline

- A. If just cause is determined, a disciplinary action may be in the form of a written reprimand, suspension, denial or delay of step increase, probation, or dismissal as defined below. The City may, but is not required to, apply these actions progressively. Depending on the frequency and severity of the violation, the City Manager shall have the right to skip or repeat certain steps in the progression of the disciplinary action.
- B. Infraction, violation of, or noncompliance with any provision, requirement, policy or regulation set forth in this manual or as later amended, may be cause for any of the forms of discipline.
- C. Infraction, violation of, or noncompliance with any provision, requirement, policy or regulation of the employee's department may be cause for any of the forms of discipline.
- D. Any disciplinary action may be the subject of the grievance procedure as set forth in 713 of this manual.

703 Written Reprimand

- A. Supervisors and/or Department Heads and the City Manager may reprimand employees for violation of municipal or department rules. Reprimands shall be made in a civil, constructive, businesslike manner. Note of the reprimand will be added to the employee's personnel file. When placed in the employee's file, a copy of the reprimand shall be provided to the employee and the representative by the Department Head. Department Heads are subject to the same action by the City Manager.
- B. Written reprimands for violation of municipal or department rules shall be forwarded to the City Manager to be made a part of the employee's personnel file. A copy will be provided to Human Resources and a copy to the Union, if applicable.
- C. Supervisors and/or Department Heads utilizing a reprimand as a disciplinary tool shall endeavor to do so with reason and with an attitude of not only admonishing or warning the employee, but also to lead, guide, direct and instruct the employee in how to correct and avoid repeating the behavior.
- D. The employee may submit a written statement of response which shall be attached to the reprimand in the personnel file.

704 Suspension (CBA 20.1(3))

- A. When circumstances warrant, a Department Head or the City Manager may initiate the immediate suspension of an employee. If issued by a Department Head, a written notification will be sent to the City Manager for his/her concurrence.
- B. A written report on all such suspensions shall be promptly forwarded to the City Manager by the Department Head to be filed in the employee's personnel file.

- C. An employee who is suspended shall be advised of the action in writing stating the reason and the duration of suspension within twenty-four (24) hours after the suspension is made effective.
- D. Suspension may be with or without pay. Suspension without pay may not exceed three hundred twenty (320) work hours in a twelve (12) month period and no single suspension will be more than eighty (80) working hours.
- E. A copy of the written notification, which will include reasons for and the duration of the suspension, will be placed in the employee's file. A copy of the written notification shall be given to the Union President or the President's designee.
- F. Department Heads are subject to the same action by the City Manager.

705 Denial or Delay of Step Increase

- A. The City Manager may, in writing delay a step increase for an indefinite period of time or deny a step increase when in his/her opinion it is not warranted. A report on the reason for delay or denial of a step increase shall be filed in the employee's personnel file.

706 Probation

- A. An employee who has successfully completed their probationary period for the position held may be placed on Administrative Probation when general work performance shows a deterioration.
- B. The maximum amount of time the employee will spend on Administrative Probation will be six (6) months.
- C. The number of times that an employee can be placed on Administrative Probation will not be limited during their employment. During Administrative Probation, the employee may, with the approval of the City Manager, be terminated from employment with the City.
- D. The City shall provide written notice of such action to the employee and the representative.

707 Dismissal

- A. The City shall not dismiss an employee without just cause.
- B. Any employee may be dismissed with notice by the City Manager or by the Department Head with written approval of the City Manager. Such action shall be taken only when other forms of disciplinary action or penalties are deemed to be inappropriate by the City Manager or have proven unwarranted or ineffective in dealing with the particular employee.
- C. Unless exercised by the City Manager, this form of disciplinary action shall be exercised by written recommendation of the Department Head and approval of the City Manager. Each employee having completed a six (6) month probationary period shall be entitled to a hearing before the City Manager and shall be notified of the schedule for the hearing, as outlined in Section 803.
- D. A dismissed employee shall be suspended with pay for a period of three (3) working days. The employee shall have the right to receive a written statement of the reasons for dismissal which shall be provided to the employee at the time of the dismissal. A copy of the statement will be placed in the employee's personnel file and a copy to the

representative.

708 Grounds for Disciplinary Action

- A. This section contains examples of both expected behavior and grounds which warrant disciplinary action for any employee in the service of the City of Yankton. However, disciplinary action may be taken for reasons other than those herein outlined.
1. Appearance: All municipal personnel are encouraged to maintain a clean and well-groomed appearance in keeping with their job and conducive to good public relations. They shall comply with the policy and requirements of the respective department including, but not limited to, wearing apparel, personal appearance, hygiene, and safety. Refusal or failure to comply with departmental policies may result in disciplinary action.
 2. Behavior: Employees shall maintain a constructive, businesslike attitude which strives to promote harmony among coworkers and respect for positions of authority at all times. Employees who are unable or unwilling to get along with superiors, coworkers or the public, or who persist in exhibiting a negative or uncooperative attitude toward the job may be subject to disciplinary action.
 3. Conduct: Employees shall conduct themselves in a manner appropriate to their position as public servants and not reflect discredit upon the City.
 - i. All municipal employees and volunteer staff are expected to maintain high standards of conduct and cooperation in their relationships with their fellow employees, Department Heads, City officials and the general public.
 - ii. In accepting a position with the City of Yankton an employee also accepts a position of trust and responsibility. Employees shall not be permitted to engage in off-duty conduct that detracts from the public's confidence in the City or in the employee's ability to perform his or her job-related duties well. Any information to which employees may have access because of their position with the City and which may be detrimental to the City shall be kept in strictest confidence.
- B. No equipment, material or supplies, being the property of the City of Yankton, shall be removed from its location or used without proper authority. The Supervisor, Department Head or City Manager shall be the only persons with jurisdiction and authority to grant such permission. Vehicles and other equipment assigned to individual personnel shall be utilized for City work or business unless otherwise authorized by the City Manager.
- C. The use of City property for any personal use, whatsoever, is prohibited.
- D. Equipment or Property: Any employee who causes damage to or is negligent in the care or operation of City owned equipment or property may be subject to disciplinary action.
- E. Insubordination: All employees are expected to carry out any lawful, just and legitimate instruction or order of their superiors including compliance with these personnel rules and policies. Failure to do so may result in disciplinary action up to and including dismissal.

- F. Job Performance: As job performance is the basis for reaching all goals, completing all projects and maintaining the standards expected by the public, all employees will strive for the highest level of performance in their position. The types of behavior listed below and other inappropriate behaviors not listed below may result in disciplinary action.
1. Tardy: Unexcused tardiness or absenteeism.
 2. Procrastination: Has deliberately or negligently delayed, prolonged, slowed down or procrastinated in the performance of their own duties.
 3. Influence Others: Has influenced or attempted to influence any employee to delay, undermine, slow down, procrastinate or in any way failed to properly carry out their duties.
 4. Theft of property or removal of records from City files.
 5. Other: Is unreliable, neglectful, unfit, incompetent, unwilling or incapable of fulfilling or carrying out their assigned duties and responsibilities.

709 Voluntary Separations and Grievances

- A. Except when protected activity is being grieved, employees who voluntarily terminate their employment will have any outstanding or unresolved grievances immediately dismissed.

710 Non-Grievable Actions

- A. Written reprimands, suspensions, and termination of employees during their employee probationary period may not be grieved except on the basis of a prohibited form of discrimination.

711 Signing Requirements

- A. In all cases of disciplinary action, the employee will be required to sign the written documentation of discipline and such documentation shall be dated and placed in the employee's personnel file. If the employee refuses to sign the documentation, a notation to that effect shall be made by the decision-making authority with another City employee or official as a witness.
- B. The employee may submit a written statement of response to the disciplinary action which shall be attached to and remain with the disciplinary action in his/her personnel file.
- C. In all instances in this policy, where an employee is required to sign, signing does not imply agreement with the action, only that the contents have been made known to or discussed with the employee on that date.

712 Grievance Procedure (CBA Article 19)

- A. Definitions:
1. Grievance: A complaint by an employee, or a group of employees, based on an alleged violation, misinterpretation or inequitable application of any existing agreement, contract, ordinance, resolution, policy, rule, regulation or law.
 2. Employee: An employee of the City may include an individual or group of employees who are similarly affected by a grievance.

3. Days: All days referred to shall be calendar days. *(CBA 19.0)*
- B. Any grievance or dispute which may arise between the parties including the application, meaning or interpretation of this agreement, contract, ordinance, resolution, policy, rules, regulations and laws, may be processed during working hours without loss of pay upon notification and permission from their Supervisor and shall be settled as hereinafter set forth. An employee may bring a grievance claim during working hours without loss of pay pursuant to the following procedure:
 1. Step One: The employee, and/or his representative, who feels that he has a dispute or grievance shall discuss the matter with the supervisor within fifteen (15) business days of the event leading to the dispute or grievance, or the employee's knowledge of its occurrence. The Supervisor shall attempt to resolve the matter and give the employee an answer within three (3) days. *(CBA 19.1A)*
 2. Step Two: If the matter is not resolved at Step One, the representative or designee, with or without the employee, shall present the grievance or dispute in writing to the Department Head within fourteen (14) days of the event leading to the dispute or grievance. The Department Head shall attempt to adjust the matter and shall respond, in writing, to the Union representative and the employee within ten (10) working days. *(CBA 19.1B)*
 3. Step Three: If the matter is not resolved in Step Two, it shall be presented to the City Manager within ten (10) working days from the date of the written response of the Department Head. The City Manager shall hold a hearing to investigate and resolve the matter within ten (10) working days of receipt of the grievance. The City manager shall respond in writing, to the Union and the employee within ten (10) working days of the hearing. *(CBA 19.1C)*
 4. Step Four: If the matter is still unsettled, either party may, within thirty (30) days after the reply of the City Manager, submit the matter to the South Dakota Department of Labor, Division of Labor and Management for resolution. *(CBA 19.1D)*
 - C. Either party may appeal the decision of the Department of Labor as prescribed by law. *(CBA 19.1E)*
 - D. An employee who has been dismissed or suspended may submit a grievance starting at Step Three of the grievance procedure. *(CBA 19.1F)*
 - E. A copy of all grievances shall be submitted to the Human Resources Director. *(CBA 19.2)*
 - F. In the event the employee filing the grievance, or alleging and asserting that a dispute exists, or in the event that the Union files a grievance or alleges a dispute, fails to comply with any time limitation herein such failure shall constitute a withdrawal of the grievance or claimed dispute. The failure of the City to comply with any time limitation shall constitute a settlement of the grievance in accordance with the requested remedy. Time limitations may be extended by mutual agreement of the parties in writing. *(CBA 19.3)*
 - G. In reducing the grievance to writing, the following must be stated with reasonable clarity:
 1. The nature of the grievance.
 2. The date or approximate date of the alleged grievance.

3. The provisions of the agreement or the rule or regulation that is alleged to have been violated.
 4. The remedy which is sought. *(CBA 19.4)*
 5. The date of grievance submitted.
- H. No employees or group of employees shall be reprimanded, disciplined, or discriminated against for exercising their rights. *(CBA 19.5)*

800 SEPARATIONS

801 Types of Separation

All separations from the classified City service shall be designated as one of the following types and shall be accomplished in the manner indicated:

- A. Dismissal. At any time during an probationary period a Department Head, with the approval of the City Manager, may separate any employee whose performance does not meet with required standards. Further, an employee under an probationary period is not entitled to a hearing related to the termination.
- B. Resignation. An employee who desires leaving the City's classified service, shall file with the immediate Department Head at least two (2) weeks before leaving the service, a written resignation stating the effective date and the reasons for leaving. The Department Head may permit a shorter period of notice because of extenuating circumstances.
- C. Reorganization, reclassification and reduction in force.
- D. Management possesses the sole right to operate the City and to carry out its statutory mandates *(CBA 6.0)*

802 Exit Interview

- A. It is a policy of the City of Yankton for the Department Head/Supervisor to conduct an exit interview prior to the employee's voluntary separation from employment. The exit interview is conducted for several purposes, including:
 1. To resolve all outstanding matters between the City and the employee;
 2. To advise the employee of the affect their separation will have upon all benefits and what benefits they have coming upon separation; and
 3. To aid the City in gathering information to help improve the City's working environment and other employment relationships.
 4. To pinpoint opportunities for employee development.
- B. Each employee is encouraged to complete an exit Interview and meet with or forward it to their Department Head who will forward the form to the Human Resource department for review.

803 Dismissal *(CBA 20.1-4)*

- A. Dismissal shall be handled as a disciplinary action as provided in Section 700.

- B. The City shall not be permitted to dismiss an employee without just cause unless the employee is in his/her in-training period. A dismissed employee shall be suspended with pay for a period of three (3) working days. The employee shall have the right to receive a written statement of the reasons for dismissal which shall be provided to the employee at the time of the dismissal. A copy of the statement will be placed in the employee's personnel file.

804 Layoff (CBA Article 18)

- A. Seniority shall mean an employee's length of continuous service with the City since their last date of hire. Seniority shall be a consideration in all conditions of employment.
- B. In the event the City determines that it is necessary to decrease the workforce, they shall notify the affected employees and the Union thirty (30) days prior to the intended action. Seasonal, part-time and probationary employees shall be laid off first. Regular employees shall be laid off in reverse order of their seniority provided the remaining employees can do the available work.
- C. Employees laid off shall be returned to work according to their seniority provided they can perform the available work.
- D. No new employees shall be hired in the department until all the employees on layoff status who have the ability to perform the work and after a trial period of thirty (30) calendar days have returned to work.
- E. When a job opening is posted, present City employees who apply and other applicants will be considered. All City employees who apply for an open position will be guaranteed to receive an interview for the position.
- F. The employer shall keep the seniority list up to date at all times and will post an up-to-date seniority list on the bulletin board. A copy of the seniority list shall be furnished to the Union when it is posted.
- G. Full seniority rights shall be maintained until one of the following events occurs at which point the person will lose employee status:
 - 1. Voluntary quit.
 - 2. Discharge for just cause.
 - 3. Retirement.
 - 4. If an employee has been out of active employment for the City, for any reason, except military leave for a period of twelve (12) months.
 - 5. An employee on lay-off fails to reply to an offer of reinstatement within five (5) business days after receipt of a recall notice by certified mail or by a person-to-person request from a management representative subsequent to a lay-off or reduction in force, or to return to work within fifteen (15) business days after receipt of such notice. The City Manager may, but is not required to, extend the period if, in his/her sole judgment, sufficient extenuating circumstances are presented.

805 Death

- A. Separation shall be effective as the date of death. All compensation in accordance with City policies shall be paid to the estate of the employee.

806 Retirement Age

- A. There is no mandatory retirement age for municipal employees. However, all employees must continue to perform all the essential functions of their job.

807 Conditions of Separation

- A. An employee's final paycheck may be withheld until any City property is returned in working order.
- B. Separation Pay: Employees who leave the City service shall receive payment for all earned salary, accrued vacation and accrued compensatory time. They shall also receive any shift pay accrual, and sick leave pay-out which may be due them. However, all such payments shall be subject to deduction for any indebtedness pursuant to 807A. These payments will be received in the final payment issued on the normal payment date for the last pay period worked. (Note: SDCL 6-11-10 provides that final payment shall be within five days of termination if the employee is terminated.)

900 DRUG-FREE WORKPLACE

901 City's Commitment to Drug and Alcohol-Free Workplace

- A. The City has a strong commitment to its employees to provide a safe, healthy and productive work environment and to promote high standards of employee health. Consistent with the spirit and intent of this objective, the City will act to eliminate any substance abuse which could impair an employee's ability to safely and effectively perform a job and which increases the potential for accidents, absenteeism, substandard performance, and tends to undermine public confidence in the City's work force.
- B. The City's goals are to establish and maintain a work environment that is free from the effects of alcohol and drug abuse and to maintain the reputation and integrity of the City by preventing unacceptable behavior by its employees that discredits the City and its employees.
- C. While the City has no intention of unreasonably intruding into the private lives of its employees, the City does expect employees to report for work in a condition to perform their duties, make the work environment safe for other employees, and represent a proper image to the citizens. It is clear that employee off-the-job, as well as on-the-job, involvement with drugs and alcohol can have an impact on the City's goals.
- D. Any restriction upon any employee under these policies shall also apply to a volunteer serving the City during any period the volunteer is upon City property or providing service for the City, excepting the City's volunteer firefighters who shall be subject to the drug and alcohol policy adopted by the Yankton Volunteer Fire Department.

902 Drug and Alcohol Abuse

- A. The unlawful manufacture, distribution, dispensing, possession or use of controlled drugs or substances or the use of alcohol while on duty, on or off property owned or leased by the City is proper cause for disciplinary action.
- B. Any illegal controlled drug or substance possessed or ingested while on duty, including on call, by employees will be turned over to the appropriate criminal justice agencies and may result in criminal prosecution. This does not apply to public safety officers who are in possession of an illegal controlled drug or substance while acting in the line of duty.
- C. It is not permitted for an employee to be under the influence of over-the-counter, controlled, or prescription drugs or substances or alcohol on the job, including while on call, except that the legal use of controlled or prescription drugs or substances prescribed by a licensed physician is not prohibited (excepting marijuana or any substance containing a THC Metabolite, which is always prohibited on the job), but employees in positions where side effects of the prescribed medication or substance could adversely affect safety on the job, including while on call, are required to make such use known to their Department Head.
- D. The illegal use, sale, and possession of controlled substances or prescription drugs while off duty and off municipal premises which results in a criminal conviction is unacceptable. Off-duty, alcohol-related criminal convictions are also unacceptable. They may affect the job performance and the confidence of the public in the City's ability to meet its responsibilities. Such off-the-job conduct may be proper cause for disciplinary action.
- E. No employee may intentionally ingest, inhale, or otherwise take into the body any substance for the purpose of being intoxicated (on-duty or off-duty), excepting only off-duty ingestion of alcoholic beverages if such use is not otherwise in violation of the law, and further excepting off-duty ingestion of marijuana (or any substance containing a THC Metabolite) only if the employee holds a valid medical marijuana card issued by the South Dakota Department of Health and such use is not otherwise in violation of the law. Any employee holding a valid medical marijuana card must immediately notify the employee's department head and provide the City's H.R. Department with a photocopy of the State-issued card and each renewal thereof as continuing proof of the employee's lawful off-duty use of medical marijuana. An employee may be subject to discipline for any violation of this section, up to and including termination.
- F. Intoxicated while on duty, including on call, will lead to termination. This would include intoxication from alcohol, pain killers, marijuana, sleeping pills, etc.

903 Testing for Drugs or Alcohol

A. Discretionary Substance Testing:

The City may require drug and alcohol testing in the following instances:

1. Pre-Employment – as a condition of hiring.
2. Random – periodically throughout employment.

3. Post-Accident or Injury – following a workplace accident or injury that causes personal injury or property damage.
4. Reasonable Suspicion – when cause exists to believe someone has violated this drug-free policy or is under the influence of drugs or alcohol during working hours.
5. When Prescribed by Law – such as Department of Transportation (DOT) requirements for individuals with a Commercial Driver’s License (CDL).

B. Mandatory Substance Testing:

Any employee whose order, action or failure to act is determined to be, or cannot be ruled out as, a causative factor in the events leading up to or causing an incident or accident shall be tested for alcohol and drugs when the following incidents occur on duty unless a supervisor, Department Head, or the City Manager determines that the employee’s actions were not a causative or contributing factor:

1. An employee shoots a person.
2. An employee accidentally discharges a firearm.
3. An employee is involved in an incident in which a human fatality occurs.
4. An employee whose performance could have contributed to an incident or accident in which a person is injured and requires immediate treatment away from the scene of the incident or accident, or a motor vehicle or equipment is damaged to the extent that it must be towed from the scene or is rendered inoperable and requires more than simple repairs. Such damage does not include tire disablement without other damage.

C. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

1. Abnormal or erratic behavior that is so unusual that it warrants summoning an immediate supervisor, Department Head or other individual for assistance.
2. Information provided by a reliable and credible source with personal knowledge.
3. Direct observation of drug or alcohol use.
4. Presence of the physical symptoms of drug or alcohol use (i.e. glossy or blood-shot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes).
5. Possession of substances in violation of the City’s drug and alcohol policy.

D. The employee, when testing is required, may be asked to submit to urine and/or breath alcohol testing by qualified medical personnel at the City’s expense. Prior to testing, the proper authority shall secure a signed release from the employee to have the clinic/medical provider release medical information to the City.

E. An employee who refuses to consent to a required drug and/or alcohol test, or who refuses to sign an authorization releasing test results to the City, will be subject to disciplinary action, up to and including termination. A positive result from a drug and/or alcohol test will result in disciplinary action up to and including termination.

F. When testing is required because of reasonable suspicion the proper authority is required to detail in writing the specific facts, symptoms, or observations that led to the reasonable suspicion. This documentation, which includes the results of the drug or alcohol test as

confirmation of the use of drugs or alcohol on the job, shall be given to the City Manager and placed in the employees personnel file only if confirmed by the drug and/or alcohol test.

- G. Drug and/or alcohol test results are confidential, and only those with a need to know are to be informed of the results. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee.

904 Drugs Selected for Testing

- A. Drug and/or alcohol testing will be performed by a clinic/medical provider selected by the City.
- B. Drugs selected for testing will be drugs or drug groups that are classified as “controlled substances under state or Federal law, and which adversely affect physical and/or mental performance. Drug testing may include, but is not limited to, testing for the controlled substance listed here:
 - 1. Alcohol, ethyl.
 - 2. Amphetamines/Methamphetamines (i.e. speed).
 - 3. Cocaine, Cocaine Metabolites.
 - 4. Opiates (i.e. to include but not limited to Codeine, Heroin, Morphine, Hydromorphone, Hydrocodone).
 - 5. Phencyclidine (PCP).
 - 6. THC (Marijuana) Metabolite.
- C. A drug test reflecting the presence of a drug lawfully prescribed to the employee at levels within acceptable limits relative to the prescription (or the presence of THC Metabolite when the employee holds an unexpired medical marijuana card issued by the State of South Dakota) shall be treated as a negative test result as to such drug.

905 Employee Responsibilities

- A. An employee must not report to work while his/her ability to perform his/her job duties is impaired due to on-duty or off-duty alcohol or drug use. Employees called in for emergency duty to work outside their regular work schedule must not report to work impaired by off-duty alcohol or drug use.
- B. An employee must not possess or use alcohol or illegal drugs or prescription drugs without a prescription during working hours or while subject to duty (such as when scheduled to be on-call), on breaks, or during meal periods, except that use of or intoxication by Marijuana or any other product containing THC metabolite (regardless of prescription or status as a medical marijuana cardholder) shall be unequivocally prohibited during work hours or while subject to duty.
- C. An employee must notify his/her immediate supervisor before beginning work when taking any medication or drugs, prescription or nonprescription, which may interfere with the safe and effective performance of duties or operation of municipal equipment.
- D. An employee must notify his/her immediate supervisor of any drug or alcohol related criminal conviction for a violation occurring in the workplace or off-duty no later than five (5) days after such conviction.

- E. Any violations of the above stated policies may result in immediate disciplinary action, up to and including termination.
- F. Reporting Drug and Alcohol Use: The employee should immediately notify his/her immediate supervisor if an employee has knowledge that another employee, while on duty, is under the influence of alcohol or a controlled substance or is in possession of or is using a controlled substance on duty or at City facilities or work sites (unless such possession is in the scope of a law enforcement or other lawful duty).
- G. No Work After Violation of Substance Abuse Policy:

An employee shall not be on duty or report for duty after:

1. A reasonable suspicion test for drugs unless or until a negative test result is received without reasonable suspicion that the employee is under the influence as defined by these policies; or
2. A reasonable suspicion test for alcohol, unless the test was negative; or
3. Receiving any positive test for alcohol or drugs (except a positive test for a medication prescribed by a physician without an accompanying reasonable suspicion of being under the influence as defined by these policies); or
4. Any other prohibited conduct until a negative result is received, and/or the employee's division manager has approved his/her return to duty, after consult with the Human Resources Director, City Manager, or City Manager's Designee.

906 Management Responsibilities and Guidelines

- A. Immediate supervisors and Department Heads shall not physically search the persons of employees nor shall they search the personal possessions of employees without the freely given consent of, and in the presence of, the employee.
- B. Immediate supervisors and Department Heads shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that an employee may have illegal drugs in his or her possession or in an area jointly or fully controlled by the City.
- C. Any immediate supervisor or Department Head encountering an employee who refuses to consent to a required drug and/or alcohol test shall remind the employee of the requirements of the policy and that he or she may be subject to disciplinary action. The reason(s) for the refusal shall be considered in determining the appropriate disciplinary action. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, the Department Head or immediate supervisor should direct the employee to remain at work for a reasonable time until the employee can be safely transported home.
- D. Nothing in this policy shall be interpreted as waiving or limiting the City's responsibility to maintain discipline, the City's right to invoke disciplinary measures, or the employee's right to follow the grievance procedure set forth in Section 700.
- E. Each employee will be given a copy of the City's policy on Drug and Alcohol Substance Abuse, which is included in the City's Personnel Manual. The employee will sign a receipt of a copy of the Personnel Manual, which will be placed in the employee's personnel file.

F. The City will follow applicable state and/or federal regulations associated with employees in positions requiring possession of a commercial driver's license (CDL).

H. Training Requirements Regarding Substance Policy:

Supervisors of employees holding CDLs, shall have at least one (1) hour of training on alcohol abuse and an additional one (1) hour of training on controlled substance use annually based on DOT regulations. Training will cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. CDL holders will receive annual education on alcohol and controlled substance abuse.

All other City employees, including supervisors, are encouraged to attend training on alcohol and substance abuse.

1000 WORKPLACE VIOLENCE POLICY AND GENERAL PROCEDURES

1001 Policy Statement

- A. The City of Yankton maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the City.
- B. It is the intent of the City, (each department) to provide a workplace which is free from intimidation, threats, or violent acts. Each department has procedures specific to the work unit(s) for dealing with incidents of violence, and exercise reasonable efforts to conduct training for unit employees in the department procedures related to dealing with workplace violence.

1002 Definitions

- A. Workplace violence includes, but is not limited to, verbal abuse, harassment, threats, physical attack, or property damage.
- B. A threat is the expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future.
- C. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects.
- D. Property damage is intentional damage to property, which includes property owned by the City, employees, or others.

1003 Reporting Threats – Internal and External

- A. Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen, should be reported to the Department Head.
- B. The Department Head will assess and investigate the incident and determine the appropriate action to be taken.

- C. The Department Head will inform the Human Resources Department of all reported incidents of workplace violence.
- D. In critical incidents in which serious threat or injury occurs, emergency responders such as Police, Fire, and/or Ambulance personnel must be immediately notified.
- E. As necessitated by the seriousness of the incident, the Human Resources Department may assemble a Threat Management Team in consultation with the City Manager.
- F. The Threat Management Team is responsible for establishing the protocol in the event of a threat or violent incident that may include, but is not limited to:
 - 1. Evaluating potential violence problems.
 - 2. Assessing an employee's fitness for duty.
 - 3. Selecting intervention techniques.
 - 4. Establishing a plan for the protection of co-workers, and other potential targets.
 - 5. Coordinating with affected parties such as victims, families, employees, media, or law enforcement personnel.
- G. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type resulting from a report of violence should be reported to the appropriate management staff and proper action will be taken.

1004 Prohibited Actions and Sanctions

- A. It is a violation of this policy to engage in any act of workplace violence.
- B. Any employee who has been determined to be in violation will be subject to disciplinary action up to and including termination and, depending upon the violent act, may be subject to criminal prosecution.

1005 Department Security Audit and Training

- A. On an annual basis or whenever the physical layout of the workspace is significantly altered, the Department Head will examine the escape routes of the work area and communicate any changes to the department employees.
- B. On an as needed basis, the Department Head may request a security audit from the Police Department to determine whether any security measures, such as panic alarms, are necessary and effective.
- C. All employees should communicate with each other to be aware of any unusual activity that may identify the potential or actual occurrence of a violent incident.
- D. The Department Head, or his/her designee, will orient all new employees to departmental procedures regarding reporting incidents of violence, what to do if the employee is threatened and/or if an incident of violence actually takes place, and dealing with the after effects of an act of violence.

1100 Miscellaneous

1101 Political Activity

- A. Employees are encouraged to exercise their right to vote in City elections but shall not engage or participate in any other way in said elections except in an official capacity as part of their assigned duties.
- B. Any employee who intends to give testimony in a legislative process (including testimony to the City Commission) involving issues relevant to the City or the employee's position with the City, must get permission from his/her Supervisor and the City Manager prior to providing testimony. This policy does not prohibit the employee from taking leave and testifying for themselves or exercising their rights as citizens, in which case the employee shall make clear they are not speaking on behalf of the City.
- C. Employees should not have direct or indirect conversations with state or federal legislators or their staff involving policies relating to the City without knowledge of their Supervisor and the City Manager.
- D. No employee shall use in any way any building, space, facility, machine, other City property, or on-duty employee connected to the City for the purposes of solicitation, promotion, election or defeat of any candidate for public office. This shall not prevent, however, the rental of any facility for the normal fee charged.
- E. Employees are not permitted to hold a seat on the Board of City Commissioners.
- F. Nothing in this section shall be construed to prevent employees from becoming or continuing to be members of any lawful political organization, for attending lawful political meetings, from expressing their view on political matters or from voting with complete freedom in any election.
- G. Employees may sign a petition provided that such an activity is in an off-duty status.

1102 Rest Periods (Coffee Breaks) (CBA Article 12)

- A. Coffee breaks or rest periods shall be arranged so as not to interfere with City business as determined by each department's needs and services. *(CBA 12.3)*
- B. During each eight (8) hour shift, two fifteen (15) minute breaks shall be permitted, and may be taken back to back, or otherwise scheduled with the approval of the department head. Breaks shall be taken during normal scheduled hours. Shift workers shall take their lunch breaks when able during their shift. *(CBA 12.3)*
- C. During each twelve (12) hour shift, three (3), fifteen (15) minute breaks are permitted.

1103 Lactation Breaks

- A. The City will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child up to one year of age; unless additional time is required by state law. The break time should, if possible, be taken concurrently with other break periods already provided. The City will provide the employee a private room for lactation breaks.

1104 Gifts and Gratuities

- A. No employee of the City shall accept any fee, reward, gift or gratuity that has any connection whatsoever with said employee's municipal employment or the performance of an employee's official duties.
- B. It is expressly prohibited for any employee, in any way, to use their position or influence for private gain for themselves or others.
- C. A business gift of an advertising nature valued at \$25.00 or less, or a meal, will not be considered as having influence on the performance of an employee's duties.

1105 Workweek (CBA Article 12)

- A. It is the City's intent to create a standard work week within which an employee is expected to perform municipal services. The City also realizes that from time to time circumstances may arise in which an employee is required to work variable hours.
- B. Nothing within this policy is meant as a guarantee to the number of hours, either daily or weekly, that an employee may be required to work. However, it is the City's policy that every employee be treated equally and fairly when expected to work odd or extended hours.
- C. Most full-time employees normally work five eight-hour days per seven-day workweek and are subject to the overtime provisions set forth in this handbook.
- D. Since some departments require 24-hour staffing, the Department Head may establish a workweek different than the foregoing schedule but in compliance with the FLSA.
- E. City Department Heads and exempt positions shall work the number of hours necessary to ensure the satisfactory performance of their duties.
- F. The standard 40-hour work week for the purpose of calculating pay and overtime shall begin at 12:01 a.m. Saturday and end at midnight Friday. *(CBA 12.0)*
- G. During snow removal operations, hours worked outside of the regularly scheduled shift shall be paid at the overtime rate of pay. All hours worked during the regularly scheduled shift shall be paid at the regular rate of pay. *(CBA 12.2)*
- H. Certified law enforcement personnel who are on patrol duty shall work a twelve (12) hour shift. Law enforcement personnel are subject to overtime provisions set forth in this handbook and the compensatory time off provisions set forth in the Fraternal Order of Police Collective Bargaining Agreement and in this handbook. Law enforcement staff personnel shall work 80 hours in a 14 day period.
- I. When the activities of a particular department require some other schedule to meet work needs, the City Manager may authorize a deviation from the normal schedule.
- J. Except for emergency situations, work schedules shall not be changed unless the changes are mutually agreed upon by the affected employee(s) and the employees' supervisor(s), Department Head, or the City Manager. Emergencies requiring a change in work schedule shall not require prior notice. For purposes of this Section, an emergency shall be defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action or creates an urgent need for assistance or relief. *(CBA 12.1)*

1106 Recording Time

- A. Non-exempt employees must maintain a record of their regular hours worked, overtime worked, holidays, and vacation or sick leave used for the purpose of calculating and issuing pay checks.
- B. Exempt employees are not required to keep a record of their time, however must track their sick and vacation time used.
- C. Supervisors are required to review and approve time records. The method of tracking time will be uniform throughout the organization.

1107 Personnel Records Maintenance

- A. The City Manager shall maintain such personnel records as are necessary for the proper administration of the personnel system. The City shall maintain in personnel records only information that is relevant to accomplishing personnel administration objectives.
- B. The following information on each employee shall be maintained in the employee's personnel file and shall be open to public inspection:
 - 1. Salary
 - 2. Routine directory information

Other information maintained in an employee's personnel file are not considered public records and may be made available only in accordance with applicable open records laws, and provisions of this manual.
- C. Any person may have access to the public information listed above for the purpose of inspection, examination, and copying during the regular business hours, subject only to such rules and regulations for the safekeeping of public records as the City Commission may adopt. Access to such information shall be governed by the following provisions:
 - 1. All disclosures of records shall be accounted for by keeping a written record (except for authorized persons processing personnel actions) of the following information: Name of employee; information disclosed; date information was requested; name and address of the person to whom the disclosure is made; purpose for which information is requested. This information must be retained for a period of two years.
 - 2. Upon request, records of disclosure shall be made available to the employee to whom it pertains.
 - 3. An individual examining a personnel record may copy the information.
 - 4. Any person denied access to any record shall have a right to compel compliance with these provisions and applicable law to a court for a writ of mandamus or other appropriate relief.
- D. All information contained in a City employee's personnel file other than the information previously listed shall be kept confidential and shall be open to inspection only as provided in this section.
 - 1. The employee or his/her duly authorized agent may examine all portions of their personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical condition, that a prudent physician would not divulge to his patient. However, a licensed physician

designated in writing by the employee to examine the employee's medical record may examine this portion of the file.

2. A City employee having supervisory authority over the employee may examine all material in the employee's personnel file.
 3. By order of a court of competent jurisdiction or by valid subpoena, any person may examine all materials in the employee's personnel file.
 4. An official of an agency of the state or federal government or any political subdivision of the state may inspect any portion of a personnel file when such information is deemed by the City Manager to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee or for the purpose of assisting in an investigation of the employee's tax liability.
 5. Each individual requesting access to confidential information will be required to submit satisfactory proof of identity.
 6. A record shall be made of each disclosure and placed in the employee's file (except of disclosures to the employee and supervisor).
- E. Records relating to internal investigations into the conduct of employees shall be kept separate from personnel files. Such records shall be kept strictly confidential and no person may have access to such records or disclose any information contained therein without explicit approval of the City Manager.
- F. If an internal investigation is undertaken in response to a complaint by a citizen, then the City may disclose to the complainant that an investigation was made and whether the City determined that the charge was founded or unfounded. The City may not disclose the nature of any disciplinary action taken.

1108 Executive Session – Personnel Discussion

- A. It is the policy of the Board of City Commissioners to move into executive session to discuss personnel issues such as employee qualifications, competence, performance, and character or fitness.
- B. In accordance with South Dakota's open meeting law, no official action will be taken except in an open official meeting. Such sessions are called to protect the employer/employee relationship.

1109 Hazardous Weather and Early Closing Policies

- A. The City of Yankton offices are open and operate normally throughout the year with the exception of approved holidays. The City has established a procedure by which variation in office openings and/or closings may occur as a result of hazardous weather. The City Manager and Department Heads will develop and distribute hazardous weather policies.
- B. The City of Yankton will be open and all employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day will need to use vacation/comp/personal time for the scheduled shift. If no vacation/comp/personal time available, the employee will not be paid for the day. All employees who are unable to report

to work should call their department supervisor and report their absence prior to the start of their work day.

- C. In the event of an emergency, the City Manager may close City Hall or other City facilities for a period of time designated by the City Manager, with the exception of emergency services and other essential City facilities. (CBA 11.6)
- D. If the City Manager closes City Hall or other non-essential City facility, then an employee who was scheduled to work in the closed facility during the closure period may choose to:
 - a. use accrued vacation time;
 - b. use accrued compensatory time;
 - c. use unpaid time;
 - d. work the hours as normal (if approved by the City Manager);
 - e. make up the hours missed within the same pay period (with approval from the City Manager). Hours made up will not be considered overtime; or
 - f. report to the City Manager to be assigned work in a department that is providing essential City services. (CBA 11.6)
- E. No employee is entitled to any additional compensation, increased rate of pay, or additional paid leave of any type due to a closure for an emergency. If the City Manager awards additional compensation or administrative leave to any City employees in relation to an emergency closure, the same will be awarded in equal amounts to employees who are required to stay and work during the emergency closure period. (CBA 11.6)

1110 Technology Usage Policy

- A. Employees of the City of Yankton are provided access to a variety of technological equipment, software and resources including, but not limited to, a computer network (which includes network resources, email, and the Internet), software, electronic information and files, cellular phones, cameras, tablets, and video cameras.
- B. All users must adhere to the same code of professional ethics that governs all other aspects of City communication. This policy does not purport to address every technology related situation or scenario. It is the employee's responsibility to use sound judgment. Should an employee identify an issue or situation that they are uncertain how to deal with, they should inquire with management.
- C. The following policies outline the acceptable uses of the City technology resources:
 - 1. The City's technology resources and all data stored on or transmitted with such resources is the exclusive property of the City. Employees who use City technology resources have no expectation of privacy for any data or materials stored or transmitted using these resources.
 - 2. The City may monitor or block access to internet sites, monitor or block email, inspect any and all files or data stored on or transmitted with or using City technology related resources.
 - 3. End users are prohibited from downloading, installing and/or operating unauthorized programs applications and devices.

4. Employees may download software directly related to conducting City business after obtaining from Information and Technology Services approval. Employees must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of the license.
5. Each employee is responsible for reading, understanding and following all applicable licenses, notices, contract, and agreements for software that he or she uses on City technology related equipment.
6. Employees are prohibited from installing City software on personal equipment without prior authorization.
7. No employee may probe, bypass or attempt to bypass any security measure or procedure. Employees are prohibited from distributing viruses, spyware, malware, spam or participating in other questionable activities.
8. Employees shall not permit any unauthorized individuals use of City technology resources, computers, networks or internet connections.
9. Employees shall protect passwords and sensitive data from disclosure.
10. Outside technology equipment, devices or media may not be connected to City resources. This restriction includes electronic media, 3rd party computers or devices and other technology related equipment.
11. The use of technology resources for harassment or other inappropriate behavior regarding age, race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, pregnancy and childbirth or related medical conditions, sexual orientation, gender identity or express, protected veteran status or any other characteristics protected by law.
12. Sexually explicit material may not be accessed, displayed, archived, stored, distributed, edited or recorded using City technology resources. An exception may be made for official police/investigative purposes.
13. Nothing in this policy is intended to restrict communications or prevent employees from engaging in protected activity under the NLRA, such as discussing wages, benefits, or terms and conditions of employment or legally required activities.

1111 Social Media Policy

- A. Some employees may be requested to use social media as part of their regular duties. Social media is defined as media to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Instagram, TikTok, YouTube, and Snapchat.
- B. Both in professional and personal roles, employees are required to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with citizens, co-workers, supervisors, media and others apply online as in the real world. Employees are liable for anything they post to social media sites.
- C. It is the City's policy that employees:

1. Protect confidential and proprietary information: Do not post confidential or proprietary information about the City of Yankton or other employees.
 2. Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the City.
 3. Do not use the City of Yankton's name or logos for endorsements: Do not use the City logo or any other City images or iconography on personal social media sites. Do not use the City of Yankton's name to promote a product, cause, or political party or candidate.
 4. Respect City time and property: City computers and time on the job are reserved for City related business as approved by supervisors and in accordance with the Technology Use Policy.
 5. Obey the Terms of Service of any social media platform employed.
 6. The use of social media while on work time, should be limited and must not interfere with the job performance.
 7. Employees are encouraged to use proper business etiquette at all time. Employees are responsible for any/all comments made on social media.
 8. The City reserves the right to monitor all posts to protect its interests and monitoring compliance with the public entity's social media.
 9. Employees are encouraged to keep social media accounts clean.
- D. City Employees posting on behalf of an official City unit shall adhere to the following policies:
1. Notify the City Manager and Information and Technology Service: Departments that have a social media page or would like to start one should contact the City Manager's office to ensure all City social media sites coordinate with other City of Yankton sites and their content.
 2. All institutional pages must have a full-time appointed employee who is identified as being responsible for content.
 3. Acknowledge who you are: If you are representing a department of the City of Yankton when posting on a social media platform, acknowledge this and disclaim this if you are not.
 4. Have a plan: Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
 5. Link back to the City: Whenever possible, link back to the City of Yankton website. Ideally, posts should be very brief; redirecting a visitor to content that resides within the City of Yankton web environment as necessary.
 6. Protect the institutional voice: Posts on social media sites should protect the City's public voice by remaining professional in tone and in good taste. No individual department should construe its social media site as representing the City as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post – names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the City as a whole.

7. Administrative rights for all social media outlets associated with the City of Yankton shall be granted to the Director of Information & Technology Services.
- E. Nothing in this policy is intended to restrict communications or prevent employees from engaging in protected activity under the NLRA, such as discussing wages, benefits, or terms and conditions of employment or legally required activities.

1112 Cellular Phone Policy

- A. The City recognizes that certain employees are required to maintain and use cellphones for city business purposes. The City must be able to contact certain employees at all times for work-related emergencies, or such employees are required to be available to speak with contractors, vendors, other employees, and City officials and residents when the employee is away from a landline phone and at times outside of the employee's normal work day. To fully perform their job duties, such employees require access to cellphone email, data applications, and scheduling functionality.
- B. Effective January 1, 2023, the City shall not issue any new cellular phone, tablet, or computer technology reimbursements and stipends. Employees who wish to utilize personal cell phones, tablets, or computers for work purposes shall first be required to sign a consent and waiver acknowledging that such use is voluntary and that hourly employees are not permitted to utilize their personal devices for work purposes unless the employee is clocked-in, or the employee is responding to assigned on-call duties, or the employee has the prior written permission of the Department Head or supervisor.
- C. As a representative of the City of Yankton, all phone users are reminded that regular business etiquette when speaking from any office phones should also be used when conversing on a cellphone for City business.
 1. To ensure effective telephone communications, employees should always speak in a courteous and professional manner.
 2. Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.
 3. Employees are reminded that they are representing the City of Yankton to the outside world every time they use City of Yankton's telephone, electronic and wireless communication devices including but not limited to cell phones, laptop computers, removable storage devices, Internet access and e-mail to directly or indirectly conduct City of Yankton business.
 4. The City of Yankton reserves the right to monitor all posts to protect its interests and monitoring compliance with the public entity's social media.
- D. *Personal cellphones:* While personal telephone calls, personal phone use, and/or text messaging using City telephones are not prohibited, their frequency, duration, and volume should not interfere with ongoing work nor distract fellow employees.
 1. all material, data, communications and information created on, received, or transmitted by, printed from or stored or recorded on a personal cell phone for the City's business or on behalf of the City is the property of the City.

2. in order to prevent misuse, the City reserves the right to monitor, intercept, review and remotely wipe, without further notice, all City content in the City's sole discretion. Employee thus has no expectation of privacy whatsoever in any City content.
 3. It is Employee's responsibility to regularly back up personal content so that personal information is not lost if the device is wiped.
 4. Employee must use best efforts to physically secure such devices against loss, theft, damage or use by persons who have not been authorized to access the device.
 5. Employees must immediately report any device used for City business that is lost, stolen, accessed by unauthorized persons or otherwise compromised so that the City can assess the risk and, if necessary, remotely wipe all City content.
 6. Employee must promptly provide the City with access to such device when requested or required for the City's legitimate business purposes, including in the event of any security incident or investigation.
 7. Nothing in this Agreement is intended to restrict communications or prevent employees from engaging in protected activity under the National Labor Relations Act ("NLRA"), such as discussing wages, benefits, or terms and conditions of employment or legally required activities.
- E. Excessive personal calls, personal phone use and/or text messaging during the workday can interfere with employee productivity and be distracting to others. Employees are therefore asked to make personal calls, personal phone use, and/or text messages on nonwork time where possible and ensure that friends and family members are aware of the City's policy. Flexibility will be provided in circumstances demanding immediate attention.
1. In the case of an emergency, when an employee is required to respond to work correspondence outside their normal work schedule, the employee should either clock in to the City's payroll system or record time spent working on behalf of the City and visit with their supervisor the following day to have their timesheet modified to include said time.
 2. Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from a supervisor. The City reserves the right to deactivate the City's application and access on the employee's personal device during periods of unpaid leave.
 3. City of Yankton will not be liable for the loss of personal cellphones or other electronic devices brought into the workplace.
 4. Any applications that employees elect to add and use on personal devices on personal time are not subject to overtime.
- F. City-provided Cellphones: When job duties or business needs demand, the City of Yankton may issue a business cellphone or other electronic device to an employee for work-related communications. Personal use of City of Yankton-owned cellphones should be kept to a minimum.

1. Employees in possession of City of Yankton-owned cellphones are expected to protect the equipment from loss, damage or theft.
 2. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection.
 3. Employees unable to present the electronic equipment and accessories in good working condition within the time period requested (for example 24 hours) may be expected to bear the cost of a replacement.
 4. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment not in good standing and may be subject to legal action for recovery of the loss.
- G. Safety Issues for cellphone use: All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones (whether personal or city issued) at all times.
1. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Use of a cellphone while driving is not permitted by the City of Yankton. Safety must come before all other concerns.
 2. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call.
 3. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times.
 4. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.
 5. Reading or sending text messages while driving is strictly prohibited.
 6. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.
 7. The use of camera or other video or audio recording-capable devices on City of Yankton premises is prohibited without the express prior permission of employee's Department Head and of the person(s) subject to recording. Video or audio recording in restrooms is strictly prohibited.
 8. Employees violating this policy will be subject to discipline, up to and including termination of employment.
- H. Nothing in this policy is intended to restrict communications or prevent employees from engaging in protected activity under the NLRA, such as discussing wages, benefits, or terms and conditions of employment or legally required activities.

1113 Clothing and Appearance Policies

- A. Each employee's dress, grooming and personal hygiene should be appropriate to the work situation. Cleanliness and good grooming are expected.
- B. Employees are expected at all times to present a professional, business-like image to the public.
 - 1. The appearance of employees that do not regularly meet the public is to be governed by the requirements of safety and comfort, but should be as neat as working conditions permit.
 - 2. The appearance of office workers and employees who have regular contact with the public shall follow normally accepted standards for similar situations.
- C. The wearing of suggestive attire, soiled clothing, or a radical departure from conventional dress is not permitted.
- D. The wearing of clothing exhibiting offensive language, images or logos from other units of government are prohibited.

1114 Tuition Reimbursement Policy

- A. Any fulltime employee, in good standing and off of probation, wishing to complete a college degree (associate's bachelor's or graduate program) or technical school to enhance overall knowledge, skills, and job performance, and at the same time increase the individual's value to the City as an employee, may submit a written request to their Department Head for the reimbursement of tuition. The request must be submitted prior to enrolling in the class, including the name of the program, the estimated cost of tuition, estimated completion date, and verification as to how it will enhance the employee's job performance or future professional growth within the City of Yankton.
- B. Coursework or a track of coursework not related to a specific degree but related to an employee's job function or role in the organization may also be considered for reimbursement. If approved by the Department Head, a recommendation will be made to the Director of Human Resources and Employee Engagement and to the City Manager.
- C. The employee will be reimbursed the cost of tuition or enrollment fee upon proof of successful completion of the class, according to the schedule below. The employee must obtain a "C" grade or better in course work, or a certificate designating the successful completion of all requirements set forth by the Technical School. Employees will be reimbursed for tuition only and not be reimbursed for the cost of books, fees, materials, or student loan interest. Reimbursements may be limited depending on the available budget.
- D. Employees receiving approval to attend a college or on-going class during work hours will be required to make up any lost work time. Arrangements to do so must be coordinated through the employee's immediate supervisor or department head.
- E. Reimbursement Schedule. Tuition reimbursement may be granted for a maximum of twelve (12) semester hours in any academic year. Reimbursement shall be based on the individual's performance as follows:
 - 1. A or above 100%
 - 2. to B+75%
 - 3. to C+50%
 - 4. D and below constitutes no reimbursement allowance

- F. All courses must be through a university, college, or technical/community college that has been accredited by the American Council on Education (ACE) in the "Accredited Institutions of Postsecondary Education Directory".
- G. Classes will not be reimbursed for employees seeking a second technical, associate's, bachelor's, or master's degree unless the City Manager grants prior approval.
- H. The decision to approve or disapprove reimbursement will be authorized by the City Manager and provided in writing by the Director of Human Resources and Employee Engagement.
- I. If an employee can attend an approved college, university, or technical school and is eligible to receive military or other tuition assistance, the employee cannot receive the City tuition reimbursement.
- J. The tuition reimbursement program is retroactive to the eligible employee's date of employment. Denial of a reimbursement may be related to budgetary constraints each year. Employees may reapply for consideration.
- K. The tuition reimbursement funding will come from the department in which the employee is employed in.
- L. Employees seeking reimbursement for educational expenses must agree in writing to repay the City if they leave the City voluntarily within three years from the date of reimbursement. Repayment will be in accordance with the following schedule:
 - 1. Within one (1) year of reimbursement 100%
 - 2. Within two (2) years of reimbursement 75%
 - 3. Within three (3) years of reimbursement 50%
- M. Employees must have completed their required probationary period and in good standing to become eligible for tuition reimbursements.
- N. Once coursework is complete and the employee is ready to receive reimbursement, the employee must submit the following:
 - 1. Application for Tuition Reimbursement signed by the Employee, Department Head, and Director of Human Resources and Employee Engagement.
 - 2. Transcript or equivalent showing grades/GPA or equivalent AND completion of degree.
 - 3. Proof of payment or student loan documentation.
 - 4. Amount requested for reimbursement and detailed accounting.

1115 Arrest Policy

- A. Any employee who has been arrested or charged with or has reasonable knowledge to believe they will be arrested or charged with any felony or any crime (including misdemeanors) involving a sex offense or illegal drugs or illegal use of legal drugs shall immediately report this information to his or her supervisor. The supervisor is required to immediately report this information, through the chain of command, to the appropriate department secretary, bureau commissioner, or institution administrator who shall report it to the Commissioner of the Bureau of Human Resources. Department Secretaries and Bureau Commissioners may approve more extensive reporting requirements.

1116 Notary Policy

- A. Employee issued notary equipment belongs to the City of Yankton and shall be stored at your place of work. During your employment with the City of Yankton, you may not use City

issued equipment to independently charge for providing notary services. Notary commissions will generally not be issued until the completion of the work probationary period. Upon separation of employment with the City, all issued equipment shall be returned.

1117 Labor Conventions, Activities and Negotiations (CBA Article 11)

- A. The City agrees to grant the necessary time off, without discrimination and without pay, to Union delegates (not to exceed four) designated by the Union to attend an official labor convention. Absences for a labor convention shall require 15 days' notice. The participation in Union activities such as Union meetings and committee meetings will be permitted only during off-duty hours.
- B. The necessary time off, without discrimination and without pay, for purpose of attending a labor convention shall be subject to the following limitations: Collective time off for Union officers and other official delegates shall not exceed 176 hours in any calendar year and must be taken in not less than four-hour increments by each attendee. Those employees scheduled for shift work must take time off consistent with their total shift length. Only one Union employee from a departmental division may be allowed time off at any one time.
- C. The Union shall be required to provide two weeks prior written notice to the Department Head and to the City Manager of each designated Union Member attending an event.
- D. Members of the Union negotiating team, who are City employees, will be allowed to attend negotiation sessions during regularly scheduled duty hours. The time of each City employee spent on attendance at negotiation sessions during their regularly scheduled duty hours shall be compensated by the City at his or her regular hourly rate, subject to the following limitations:
 - a. No more than one employee from any one City department may attend negotiation sessions unless mutually agreed to by both the City and Union.
 - b. Total compensation paid to the Union negotiating team will not exceed 240 hours for all members combined.
 - c. No compensation will be paid for the time spent preparing for negotiations, nor will this preparation be done by any employee during his regularly scheduled duty hours.
 - d. No Union negotiating team member shall be paid by the City for time spent on negotiations that are conducted during time other than regularly scheduled duty hours. Any additional time spent attending negotiations by the employee during his regularly scheduled duty hours may be taken as vacation, compensatory leave, personal leave, or time off without pay.

1118 Key and Property Policy

- A. Keys and property issued by the City of Yankton are a great responsibility for security and safety of all of employees and of great cost to the department responsible for them if lost. Employees may be assigned keys and City owned property from time to time.

- B. It is the employee's responsibility to notify the immediate Supervisor or Department Head if key(s), computer equipment, or other City issued equipment are lost. If keys are in possession of an employee after the approved shift, the employee could receive disciplinary action. Employees who accidentally take keys home, the employee must notify the supervisor immediately and return the keys to the Department at the earliest convenience. Failure to return keys may result in disciplinary action.
- C. In the event of Lost Keys / Equipment, follow the following steps:
 - a. Notify your immediate supervisor or Department Head immediately upon notice that your keys or other City issued equipment are missing.
 - b. Supervisor or Department Head will notify City Manager immediately.
 - c. If the keys or City issued equipment cannot be located, Supervisor or Department Head will notify City Manager.
 - d. Please be advised that failure to report as per described above could result in disciplinary action.
- D. The U.S. Department of Labor opinion letter FLSA2006-7 advises employers that deductions from an exempt employee's pay to reimburse the employer for lost or damaged equipment would violate the salary basis rule and is not permitted.

1119 Pet Policy

- A. The City of Yankton is responsible for assuring the health and safety of all employees. In keeping with this objective, the City of Yankton has formulated a policy balancing these concerns with the desire to promote a positive employment experience by allowing appropriate pets in the office. A pet may be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect office operations.
- B. A pet owner wishing to bring a pet to the office should first obtain written permission from his or her immediate Department Head or in their absence, the City Manager. Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the owner's immediate Department Head or City Manager. That decision will be final.
- C. The privilege of bringing a pet to work is subordinate to the health, safety, and comfort of persons who may come into contact with animal at the office. An animal may be excluded from the office if it:
 - a. Causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort;
 - b. Distracts any employee from their work; or
 - c. Reduces any employee's productivity or quality of work.
- D. Any individual with a grievance regarding an animal at the office should bring the matter to the attention of the owner's immediate Department Head.
- E. In addition, the following animals may not be brought to the workplace:

- a. Sick animals
 - b. Animals with fleas or any disease that is communicable to other animals in the office or to humans
 - c. Animals that have not been properly vaccinated, or that have internal or external parasites;
 - d. Dogs that bark or behave aggressively; or
 - e. Animals that foul the inside or outside of the building.
- F. Animals must be licensed within the City of Yankton.
- G. Animals that have not been spayed or neutered will not be permitted to come to the office in season.
- H. All animals must be in the continuous full control of their owners. They should be in the physical presence of the owner, in the owner's office, or in the space around the owner's desk at all times. Owners are expected to clean up, completely and immediately, after their animals. An employee who brings an animal to the office is completely and solely liable for any injuries or any damage to personal property caused by the animal. Any repair or cleaning/maintenance costs incurred by an animal will be charged in full to the owner.
- I. City of Yankton may, at its discretion, require animal owner to maintain a liability insurance policy covering damage or injuries caused by the animal while at the office. The City may specify minimum coverage amounts under such a policy and may require the owner to pay for such coverage. City of Yankton shall not be liable for loss of, or injury to, any animal brought to the office.

Animals that bite will be immediately removed from the premises and will not be allowed to return. The privilege to bring a pet to work may be revoked at any time by the department head or city manager.

Memorandum #23-226

To: Amy Leon, City Manager
From: Bradley Moser, Civil Engineer
Subject: Acceptance of the Sanitary Sewer and Street Improvements for Phase 2B of the Westbrook Estates Residential Development Project
Date: December 6, 2023

The Westbrook Estates Residential developer, Nielson Construction, is asking that the utility and street improvements, for Phase 2B be accepted. The improvements are located adjacent to the following lots:

Block 5, Lot 5,
 Block 10 Lots 12-25,
 Block 11, Lots 1 thru 8,
 All in Westbrook Estates Subdivision

Although the water main was installed to city specifications, it will ultimately be accepted by B-Y Water. As for the remaining utilities, they were completed in accordance to the approved plans and have passed the required testing.

A payment of \$810.42 has been received from the developer. The calculation totals are as follows:

Total Personnel Labor Costs	\$480.42
Sewer Connection Fees	<u>\$330.00</u>
GRAND TOTAL:	\$810.42

It is recommended that the City Commission accept the sanitary sewer and street improvements as described above.

Respectfully submitted,

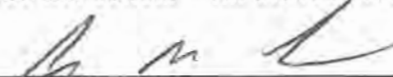


Bradley Moser
 Civil Engineer

Recommendation: It is recommended 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.

I concur with the recommendation.

I do not concur with the recommendation.



 Amy Leon, City Manager

cc: Adam Haberman, PE

_____ Roll Call



City of Yankton

Development Acceptance Map

Memorandum #23-229

To: Amy Leon, City Manager
From: Bradley Moser, Civil Engineer
Subject: Change Order Number 1, Final Project Acceptance and Final Payment for the Elm Street Reconstruction Project from 20th Street to 21st Street
Date: December 6, 2023

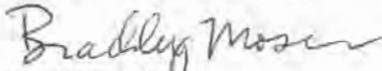
The Elm Street Reconstruction project from 20th Street to 21st Street is completed and is ready to be accepted.

The project scope included removing and reconstructing the street and replacing the existing water main. This is an area of town that sees a good amount of truck deliveries. Therefore, we installed a 6" PCC pavement to help better carry the additional loads.

As you can see from the attached Change Order No. 1, the changes resulted in a net increase of \$25,435.00. This adjusted the construction cost from \$479,435.00 to \$505,430.00. Many of the changes are just changes in field quantities. There are, however, a couple of additions that were mostly responsible for the increase. They were the concrete stairs and the sewer repair items. We weren't originally going to replace the stairs, but as construction progressed it became apparent that we wouldn't be able to leave the old stairs in place. The sanitary sewer items were things that we were unaware of until after construction started.

City staff has reviewed the project, the change order and the final pay request. We recommend that Change Order No. 1 be approved, that the project be accepted and that the City Finance Officer be authorized to issue a manual check in the amount of \$120,879.71, to Katzer Concrete, Inc., based on the attached final pay request.

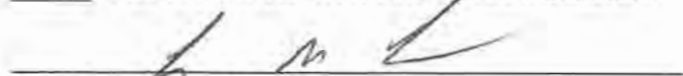
Respectfully submitted,


Bradley Moser
Civil Engineer

Recommendation: It is recommended 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 as detailed in Memorandum #23-229.

I concur with this recommendation.

I do not concur with this recommendation.


Amy Leon, City Manager

cc: Adam Haberman (electronic)
file

____ Roll Call

CITY OF YANKTON
CHANGE ORDER #1

CONTRACTOR: **Katzer Concrete**
PROJECT NO. 2022-043
DESCRIPTION: Elm Street Pavement & Watermain Replacement

THE FOLLOWING CHANGES ARE HEREBY MADE TO THE CONTRACT DOCUMENTS

ITEM	ORIGINAL	FINAL QUANTITY	CHANGE IN QUANTITIES	PRICE	TOTAL
7. Removal of Concrete Pavement	266	285	19	\$12.00	\$228.00
11. Undercutting	50	106	56	\$23.00	\$1,288.00
12. Water For Embk. Or Gran. Material	10	2	-8	\$115.00	(\$920.00)
18. Geotextile Fabric	300	0	-300	\$6.95	(\$2,085.00)
19. 6" PVC Watermain C-900	717	705	-12	\$60.00	(\$720.00)
23. 6" Cap	2	1	-1	\$290.00	(\$290.00)
24. 6" Sleeve	1	0	-1	\$695.00	(\$695.00)
25. 6" Megalugs	25	23	-2	\$105.00	(\$210.00)
26. 1" Curb Stop W/ Box	8	1	-7	\$579.00	(\$4,053.00)
27. 1" Copper Service Line	331	142	-189	\$29.00	(\$5,481.00)
28. 1-1/2" Copper Service Line	25	21	-4	\$116.00	(\$464.00)
29. Granular Material For Watermain	717	705	-12	\$17.00	(\$204.00)
33. Connect Water Service Lines	11	13	2	\$695.00	\$1,390.00
35. Sewer Connection Repair	1	2	1	\$6,945.00	\$6,945.00
37. 6" PCC Pavement	2626	2621	-5	\$48.00	(\$240.00)
38. 6" PCCP Fillet Section	476	468	-8	\$9.25	(\$74.00)
39. 6" PCC Valley Gutter	384	386	2	\$9.25	\$18.50
40. Concrete Curb & Gutter (B66)	1340	1350	10	\$22.00	\$220.00
41. 6" Approach Pavement	1757	1777	20	\$7.70	\$154.00
42. 4" Sidewalk	1340	1347	7	\$6.60	\$46.20
43. 6" Sidewalk	993	822	-171	\$7.70	(\$1,316.70)
44. Aggregate Base Course	3216	3538	322	\$9.00	\$2,898.00
47. Drill Bars into Existing Pavement	22	47	25	\$18.00	\$450.00
Concrete Stairs W/ Railing	0	1	1	\$22,430.00	\$22,430.00
Sewer Service Line Repair	0	2	2	\$3,060.00	\$6,120.00
TOTALS FOR CHANGE ORDER #1					\$25,435.00

ORIGINAL CONTRACT AMOUNT: 479,995.00
THE CONTRACT AMOUNT DUE TO THIS CHANGE ORDER WILL BE INCREASED BY: 25,435.00
THE NEW CONTRACT AMOUNT INCLUDING THIS CHANGE ORDER WILL BE: **505,430.00**

ORIGINAL COMPLETION DATE: 10/30/2023
ADJUSTED COMPLETION DATE: (8 Days Credited) 11/7/2023

APPROVALS REQUIRED:
ACCEPTED BY: Chris Ladwig 11/20/23
CONTRACTOR

ORDERED BY: _____
CITY OF YANKTON

PROGRESS ESTIMATE

CONTRACTOR: **Katzer Concrete**
 PROJECT NO: 2022-043
 DESCRIPTION: Elm Street Pavement & Water Main Replacement

PROGRESS EST. NO: **3 & FINAL**
 PERIOD: 10/25/23-11/14/23

DATE OF CONTRACT:	08/28/23	CONTRACT PERIOD:	10/30/2023	PREVIOUS PAYMENTS AUTHORIZED EST. PAYMENTS AUTH
AMOUNT OF CONTRACT AS AWARDED:	\$479,995.00	% OF TIME USED:	100%	#1 \$173,427.30
CHANGE ORDERS:		% COMPLETED:	100%	#2 \$211,122.99
#1	\$25,435.00			#3
#2				#4
#3				

TOTAL CHANGE ORDERS:		TOTAL PREVIOUS PAYMENTS AUTHORIZED	\$384,550.29
TOTAL AMENDED CONTRACT AMOUNT	\$505,430.00		

BID ITEM	DESCRIPTION	BID QUANTITY	UNIT	UNIT PRICE	QUANTITY COMPLETED	TOTAL AMOUNT
GENERAL						
1	MOBILIZATION	1	LS	\$55,000.00	1.0	\$55,000.00
2	INCIDENTAL	1	LS	\$11,000.00	1.0	\$11,000.00
TRAFFIC CONTROL						
3	TRAFFIC CONTROL	844	UNITS	\$8.00	844.0	\$6,752.00
4	TRAFFIC CONTROL MISC.	1	LS	\$2,800.00	1.0	\$2,800.00
REMOVALS AND GRADING						
5	SAW EXISTING CONCRETE	317	LF	\$14.00	317.0	\$4,438.00
6	SAW EXISTING ASPHALT	135	LF	\$10.40	135.0	\$1,404.00
7	REMOVAL OF CONCRETE PAVEMENT	266	SY	\$12.00	285.0	\$3,420.00
8	REMOVAL OF ASPHALT PAVEMENT	2586	SY	\$6.00	2586.0	\$15,516.00
9	REMOVAL OF CURB & GUTTER	1440	LF	\$5.80	1440.0	\$8,352.00
10	UNCLASSIFIED EXCAVATION	1	LS	\$17,300.00	1.0	\$17,300.00
11	UNDERCUTTING	50	CY	\$23.00	106.0	\$2,438.00
12	WATER FOR EMBK. OR GRAN. MATRL	10	KGAL	\$115.00	2.0	\$230.00
EROSION CONTROL						
13	TOPSOIL	1	LS	\$5,790.00	1.0	\$5,790.00
14	SEEDING, MULCHING, FERTILIZER	1	LS	\$2,085.00	1.0	\$2,085.00
15	VEHICLE TRACKING CONTROL	1	EA	\$1,100.00	1.0	\$1,100.00
16	INLET SEDIMENT CONTROL	3	EA	\$98.00	3.0	\$294.00
17	SILT FENCE	80	LF	\$4.65	80.0	\$372.00
18	GEOTEXTILE FABRIC	300	SY	\$6.95	0.0	\$0.00
WATER MAIN						
19	6" PVC WATER MAIN C-900	717	LF	\$60.00	705.0	\$42,300.00
20	6" MJ GATE VALVE W/BOX	4	EA	\$2,605.00	4.0	\$10,420.00
21	6" X 45 DEG. MJ BEND	4	EA	\$637.00	4.0	\$2,548.00
22	6" X 6" MJ TEE	2	EA	\$869.00	2.0	\$1,738.00
23	6" CAP	2	EA	\$290.00	1.0	\$290.00
24	6" SLEEVE	1	EA	\$695.00	0.0	\$0.00
25	6" MEGALUGS	25	EA	\$105.00	23.0	\$2,415.00
26	1" CURB STOP W/BOX	8	EA	\$579.00	1.0	\$579.00
27	1" COPPER SERVICE LINE	331	LF	\$29.00	142.0	\$4,118.00
28	1-1/2" COPPER SERVICE LINE	25	LF	\$116.00	21.0	\$2,436.00
29	GRANULAR MATERIAL FOR WATER MAIN	717	LF	\$17.00	705.0	\$11,985.00
30	INSTALL FIRE HYDRANT	1	EA	\$3,705.00	1.0	\$3,705.00
31	REMOVE EXISTING FIRE HYDRANT	1	EA	\$753.00	1.0	\$753.00
32	CUT & TIE INTO EXISTING WATER MAIN	2	EA	\$1,275.00	2.0	\$2,550.00
33	CONNECT WATER SERVICE LINES	11	EA	\$695.00	13.0	\$9,035.00
34	RECONNECT 6" SERVICE LINE	1	EA	\$1,740.00	1.0	\$1,740.00
SANITARY SEWER						
35	SEWER CONNECTION REPAIR	1	LS	\$6,945.00	2.0	\$13,890.00
36	ADJUST MANHOLE FRAME AND COVER	1	EA	\$1,160.00	1.0	\$1,160.00
SURFACING						
37	6" PCC PAVEMENT	2626	SY	\$48.00	2621.0	\$125,808.00
38	6" PCC FILLET SECTION	476	SF	\$9.25	468.0	\$4,329.00
39	6" PCC VALLEY GUTTER	384	SF	\$9.25	386.0	\$3,570.50
40	CONCRETE CURB& GUTTER (866)	1340	LF	\$22.00	1350.0	\$29,700.00
41	6" APPROACH PAVEMENT	1757	SF	\$7.70	1777.0	\$13,682.90
42	4" SIDEWALK	1340	SF	\$6.60	1347.0	\$8,890.20
43	6" SIDEWALK	993	SF	\$7.70	822.0	\$6,329.40
44	AGGREGATE BASE COURSE	3216	SY	\$9.00	3538.0	\$31,842.00
45	DETECTABLE WARNING PANEL	22	SF	\$56.00	22.0	\$1,232.00
46	SALVAGE & REINSTALL STORM SEWER CASTING	1	EA	\$697.00	1.0	\$697.00
47	DRILL BARS INTO EXISTING PAVEMENT	22	EA	\$18.00	47.0	\$846.00
CHANGE ORDER ITEMS						
	CONCRETE STAIRS WITH RAILING	0	LS	\$22,430.00	1.0	\$22,430.00
	SEWER SERVICE LINE REPAIR	0	LS	\$3,060.00	2.0	\$6,120.00

TOTAL	\$505,430.00
GRAND TOTAL	\$505,430.00
NET TOTAL	\$505,430.00
LESS PAYMENTS AUTHORIZED	\$384,550.29
AMOUNT DUE CONTRACTOR THIS ESTIMATE	\$120,879.71

CERTIFICATION OF CONTRACTOR

I HEREBY CERTIFY THAT THE WORK PERFORMED AND THE MATERIALS SUPPLIED TO DATE AS SHOWN ON THIS PERIODIC COST ESTIMATE, REPRESENT THE ACTUAL VALUE OF ACCOMPLISHMENT UNDER THE TERMS OF THIS CONTRACT IN CONFORMITY WITH APPROVED PLANS AND SPECIFICATION, THAT THE QUANTITIES SHOWN WERE PROPERLY DETERMINED AND ARE CORRECT, AND THAT THERE HAS BEEN FULL COMPLIANCE WITH ALL LABOR PROVISION INCLUDED IN THE CONTRACT IDENTIFIED ABOVE.

Katzer Concrete By Cherie Ladwig DATE 11/20/23
 CONTRACTOR SIGNATURE

ACKNOWLEDGEMENT AND CONCURRENCE OF ENGINEER:

I HAVE EXAMINED THIS PERIODIC COST ESTIMATE AND CONCUR IN THE CERTIFICATE OF THE CONTRACTOR.

ENGINEER'S SIGNATURE _____ DATE _____

Memorandum #23-243

To: Amy Leon, City Manager
From: Mike Roinstead, Airport Supervisor
Subject: Bid Award for 2024 Annual Supply of Transport-Tankwagon Petroleum Products for Chan Gurney Municipal Airport
Date: November 30, 2023

No bids were received for the City's 2024 supply of petroleum products for the Chan Gurney Municipal Airport at the bid opening on November 22, 2023.

South Dakota Codified Law states:

SDCL 5-18A-5 (9) Negotiation of Contract When No Bids Are Received

If, after advertising for bids, no firm bids are received, the purchasing agency may negotiate a contract for the purchase of the supplies, services, or public improvement projects at the most advantageous price, if the specifications of the original bid are met.

The two products that will be consumed are Aviation Gasoline (100 low lead) and Jet A fuel (with fuel system ice inhibitor). These products are most frequently purchased via transport (7000 gallon minimum). The negotiated price represents the supplier's handling costs (profit margin) which are added to the OPIS (Oil Price Information Service) daily published price on the date the product is ordered.

City staff negotiated with Gerstner Oil, Yankton, SD for these products that will be available at the Airport and are listed below:

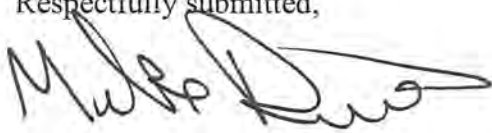
DESCRIPTION	GERSTNER OIL
Aviation Gas – 100 low lead:	
Transport	\$0.2388/gal
Tankwagon	\$0.4619/gal
Jet A fuel (with fuel system ice inhibitor):	
Transport	\$0.1429/gal
Tankwagon	\$0.3579/gal

City Staff recommends that the negotiated price for the 2024 supply of petroleum products for the Chan Gurney Municipal Airport be awarded to Gerstner Oil, Yankton, SD for Aviation Gas (100 low lead) and Jet A fuel (with fuel system ice inhibitor) **Transport**.

City Staff recommends that the negotiated price for the 2024 supply of petroleum products for the Chan Gurney Municipal Airport is awarded to Gerstner Oil, Yankton, SD for Aviation Gas (100 low lead) and Jet A fuel (with fuel system ice inhibitor) **Tankwagon**.

The 2024 negotiated prices are comparable to the 2023 prices.

Respectfully submitted,

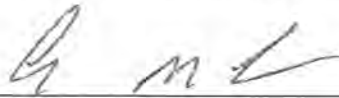


Mike Roinstad
Airport Supervisor

Recommendation: It is recommended that the City Commission award the contract for fuel at Chan Gurney Municipal Airport to Gerstner Oil for the amounts listed in Memorandum #23-243.

I concur with this recommendation.

I do not concur with this recommendation.



Amy Leon
City Manager

Memorandum #23-247

To: Amy Leon, City Manager
From: Adam Haberman, PE, Public Works Director
Subject: Equipment Purchase from Sourcewell Contract for Three New Truck Chassis for the Department of Public Works, City of Yankton
Date: December 5, 2023

The 2023 adopted budget provides \$390,000.00 for the purchase of two replacement trucks for the Department of Public Works, Street Division. The 2024 adopted budget also provides \$440,000.00 for the purchase of two replacement trucks for the Department of Public Works, Street Division. The trucks that are scheduled to be replaced are used extensively around the City of Yankton for construction and snow removal activities.

Due to economic conditions and market demand, the opportunity to purchase these trucks has not been available. The City of Yankton has been on a waiting list for an extended period of time with North Central International of Sioux Falls, Inc. for a chance to place orders for new trucks. The City was recently notified by North Central International that three openings are available for the City of Yankton to place orders.

The City is eligible to participate in a competitive procurement process through Sourcewell that meets South Dakota bidding requirements. Sourcewell is a Minnesota service cooperative specializing in assisting public sector entities in soliciting, evaluating, and awarding competitive purchasing contracts.

A bid contract through the Sourcewell contract allows the City to purchase the three new truck chassis through North Central International of Sioux Falls, Inc. Staff is currently working with North Central International on the specifications for each truck that will be ordered. Quotes were not available at the time of drafting this memorandum. To avoid time delays and to retain the three openings available to the City to order trucks, staff is asking for Commission approval to purchase the three trucks with an amount not to exceed the 2023 and 2024 adopted budgets.

City staff recommends approval for the purchase of three new International trucks from North Central International of Sioux Falls, Inc., Sioux Falls, South Dakota based on the Sourcewell contract with an amount not to exceed the 2023 and 2024 budgeted amounts. Staff will inform the Commission of the actual quote amounts once they are received.

Respectfully submitted,



Adam Haberman, PE
Public Works Director

Recommendation: It is recommended the City Commission approve Memorandum #23-247 for 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.

I concur with this recommendation.

I do not concur with this recommendation.



Amy Leon
City Manager

Memorandum #23-248

To: Amy Leon, City Manager
From: Adam Haberman, PE, Public Works Director
Subject: Final Change Order, Review and Acceptance, and Payment for the North Hangar Taxilane and Runway 20 Turnaround Project, BIL-AIG #3-46-0062-037-2023 and AIP #3-46-0062-038-2023
Date: December 6, 2023

The Chan Gurney Municipal Airport North Hangar Taxilane and Runway 20 Turnaround Project has been completed by Double H Paving Inc. and is ready to be accepted.

The project work items included grading, asphalt paving, pavement markings and signage, electrical work, gate installation, and airside traffic control.

As seen in the attached Change Order No. 2 - Final, changes in quantities resulted in a net decrease of \$10,726.12. This adjusted the construction cost from \$1,470,353.85 to \$1,459,627.73. Since the project was completed in advance of the contract deadline, there were no liquidated damages assessed.

KLJ consultants and City staff have reviewed the project, Change Order No. 2 – Final, and Payment Estimate #6 - Final. It is recommended that Final Change Order be approved, that the project be accepted and that the City Finance Officer be authorized to issue a manual check in the amount of \$12,234.53 to Double H Paving Inc. based on the attached final pay request.

Respectfully submitted,

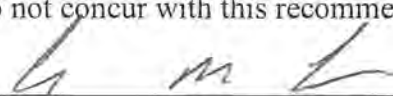


Adam Haberman, PE
 Public Works Director

Recommendation: It is recommended 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 as detailed in Memorandum #23-248.

I concur with this recommendation.

I do not concur with this recommendation.



 Amy Leon
 City Manager

____ Roll Call



Letter of Transmittal

Date:	December 5, 2023
To:	City of Yankton Attn: Adam Haberman 416 Walnut Street Yankton, SD 57078
Copy To:	Mike Roinstad, City of Yankton Brad Moser, City of Yankton Mason Stolle, KLJ File
From:	Aaron Storm
Re:	Chan Gurney Municipal Airport – North Hangar Taxilanes, Access Road, Turnaround
Project #:	KLJ #2305-00275; BIL-AIG #3-46-0062-037-2023; AIP #3-46-0062-038-2023

We Are Sending You:

<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Under Separate Cover	<input type="checkbox"/> As Requested
<input type="checkbox"/> Prints/Plans	<input type="checkbox"/> For Your Information	<input checked="" type="checkbox"/> For Your Review
<input type="checkbox"/> Specifications	<input checked="" type="checkbox"/> For Your Signature	<input type="checkbox"/> Samples
<input type="checkbox"/> Other		

Shipped via: Email

Copies (#)	Description
1	Change Order #2 – Final – Quantity Balancing
1	Payment #6 – Final
1	Final Review and Acceptance

Remarks

See enclosed Change Order #2 – Final for your review. The purpose of this Balancing Change Order is to revise the contract amount to reflect the final installed quantities based on actual field conditions and deductions from the contract for items not performed and/or required to complete the work. If acceptable, sign and return a copy to our office via email.

See enclosed Payment #6 – Final for your review. If acceptable, please obtain signature, date and return a scanned copy to our office and keep the original for City records. Send payment to the Contractor in the amount shown along with an executed copy of this Final Payment.

For Grant Reimbursement with SDDOT, this Final Payment has a detailed breakout for BIL-AIG Grant 037 and AIP Grant 038.

See enclosed Final Review and Acceptance. If acceptable, sign and return a copy.

If you have any questions, please contact me at Aaron.Storm@KLJeng.com, office at 605-444-1864, or cell at 605-254-6421.

Thank you, Aaron Storm, PE

Change Order No. 2F
Date December 5, 2023



Airport Name Chan Gurney Municipal Airport
Location Yankton, South Dakota
Contract Description Construct North Hangar Taxilanes, Access Road, and Runway 20 End Taxiway Turnaround
Contract Date May 24, 2023

BIL-AIG Project # 3-46-0062-037-2022
AIP Project # 3-46-0062-038-2022
KLJ Project # 2305-00275

Owner
 City of Yankton
 416 Walnut Street
 Yankton, SD 57078

Contractor
 Double H Paving, Inc.
 27275 Verhey Place
 Tea, SD 57064

Engineer
 KLJ Engineering LLC
 5110 East 57th Street
 Sioux Falls, SD 57108

General Reason for Change (quantify and explain details in sections 2 and 3)

Bid item CO2-1 Quantity Balancing

	BIL-AIG 037-2023	AIP 038-2023	Total
	Schedules 2 & 3	Schedules 1 & 4	
Total Contract Amount Prior to this Change Order	\$ 347,024.60	\$ 1,123,329.25	\$ 1,470,353.85
Change Resulting from this Change Order	(3,056.02)	(7,670.10)	(10,726.12)
Total Contract Amount After this Change Order	\$ 343,968.58	\$ 1,115,659.15	\$ 1,459,627.73

Calendar Days	
Calendar days prior to this Change Order	115
Change resulting from this Change Order	1
Revised calendar days from this Change Order	116

Change Order approved by:

12/5/2023

 Date

12/5/2023

 Date

 Date

 Date

 KLJ Engineering LLC

 Double H Paving, Inc.

 City of Yankton

 SDDOT

Summary of Changes

Airport Name Chan Gurney Municipal Airport
 Location Yankton, South Dakota
 BIL-AIG Project # 3-46-0062-037-2022
 AIP Project # 3-46-0062-038-2022
 Contractor Double H Paving, Inc.

Change Order No. 2F
 Section 2

KLJ Project # 2305-00275

Item #	Spec #	Item	Quantities			Unit	Unit Price	Revised Cost	Changed Cost
			Planned	Revised	Change				
BASE BID 1 - NORTH HANGAR TAXILANES									
1	C-105	Mobilization	1	1	-	L.S.	\$ 75,000.00	\$ 75,000.00	\$ -
2	Local	Airside Traffic Control	1	1	-	L.S.	\$ 35,000.00	\$ 35,000.00	\$ -
3	C-100	Contractor Quality Control Program	1	1	-	L.S.	\$ 20,000.00	\$ 20,000.00	\$ -
4	C-105	Contractor Staging/Storage Area	1	1	-	L.S.	\$ 18,000.00	\$ 18,000.00	\$ -
5	C-102	Biorolls	100	150	50	L.F.	\$ 3.75	\$ 562.50	\$ 187.50
6	C-102	Temporary Erosion Control Mat	819	819	-	S.Y.	\$ 3.20	\$ 2,620.80	\$ -
7	C-102	Concrete Washout	1	1	-	Each	\$ 320.00	\$ 320.00	\$ -
8	C-102	Stabilized Construction Entrance	1	1	-	Each	\$ 750.00	\$ 750.00	\$ -
9	P-152	Unclassified Excavation	6,555	6,555	-	C.Y.	\$ 14.50	\$ 95,047.50	\$ -
10	Plan Notes	Subgrade Repair (As Needed)	207	0	(207)	C.Y.	\$ 18.55	\$ -	\$ (3,839.85)
11	P-154	Geogrid (As Needed)	622	0	(622)	S.Y.	\$ 6.20	\$ -	\$ (3,856.40)
12	P-154	Subbase Course, 12 inches	2,074	2,074	-	C.Y.	\$ 45.00	\$ 93,330.00	\$ -
13	P-154	Separation Geotextile	6,651	6,651	-	S.Y.	\$ 2.85	\$ 18,955.35	\$ -
14	SDDOT 260	Aggregate Base Course, 6 inches	1,037	1,037	-	C.Y.	\$ 48.00	\$ 49,776.00	\$ -
15	SDDOT 320	Hot Mix Asphalt Pavement, 4 inches, SDDOT, Class E Type 1, PG 58-34	1,344.2	1,352.3	8.1	Ton	\$ 150.00	\$ 202,845.00	\$ 1,215.00
16	P-603	Emulsified Asphalt Tack Coat	284	284	-	Gal.	\$ 8.00	\$ 2,272.00	\$ -
17	P-620	Surface Preparation	1	1	-	L.S.	\$ 750.00	\$ 750.00	\$ -
18	P-620	Reflective Media	1	1	-	L.S.	\$ 425.00	\$ 425.00	\$ -
19	P-620	Taxilane Marking	841	841	-	S.F.	\$ 5.35	\$ 4,499.35	\$ -
20	D-701	22 inch x 13 inch RCP Arch Pipe, Cl. 4	104	104	-	L.F.	\$ 107.75	\$ 11,206.00	\$ -
21	D-701	22 inch x 13 inch RCP Arch Flared End Section, Cl. 4	2	2	-	Each	\$ 1,600.00	\$ 3,200.00	\$ -
22	D-705	4 inch Perforated Edge Drain w/ Filter Sock	2,236	2,236	-	L.F.	\$ 19.35	\$ 43,266.60	\$ -
23	D-705	4 inch Solid PVC Outlet Pipe	109	109	-	L.F.	\$ 80.00	\$ 8,720.00	\$ -
24	T-901	Seeding	3.8	3.8	-	Acre	\$ 1,600.00	\$ 6,080.00	\$ -
25	T-905	Topsoiling (Obtained On-Site)	2,850	2,850	-	C.Y.	\$ 10.75	\$ 30,637.50	\$ -
26	T-908	Mulching	3.8	3.8	-	Acre	\$ 1,600.00	\$ 6,080.00	\$ -
27	Plan Notes	Remove, Salvage, and Reset Taxiway Edge Light on New Base Can and Concrete Foundation	3	3	-	Each	\$ 1,500.00	\$ 4,500.00	\$ -
28	L-108	1/C #8 AWG, 5kV, L-824 Type C Cable, Installed in Trench, Duct Bank, or Conduit	430	430	-	L.F.	\$ 2.30	\$ 989.00	\$ -
29	L-108	#6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Ground Rods and Ground Connectors	430	430	-	L.F.	\$ 1.65	\$ 709.50	\$ -
30	L-108	Cable Plowing (Counterpoise Only)	276	276	-	L.F.	\$ 2.25	\$ 621.00	\$ -
31	L-110	Non-Encased Electrical Conduit, 2-inch	275	275	-	L.F.	\$ 8.95	\$ 2,461.25	\$ -
32	L-110	Sand-Encased Electrical Duct Bank, 1x2x2" PVC	155	155	-	L.F.	\$ 35.30	\$ 5,471.50	\$ -
33	L-125	L-861(T) MI Taxiway Edge Light (Base Mounted)	3	3	-	Each	\$ 1,600.00	\$ 4,800.00	\$ -
34	L-125	L-853 Retroreflective Marker, 30 inch	32	32	-	Each	\$ 235.00	\$ 7,520.00	\$ -
35	Plan Notes	Existing Electrical Equipment Removal	1	1	-	L.S.	\$ 1,775.00	\$ 1,775.00	\$ -
TOTAL BID 1 - NORTH HANGAR TAXILANES								\$ 758,190.85	\$ (6,293.75)

Airport Name Chan Gurney Municipal Airport
 Location Yankton, South Dakota
 BIL-AIG Project # 3-46-0062-037-2022
 AIP Project # 3-46-0062-038-2022
 Contractor Double H Paving, Inc.

Change Order No. 2F
 Section 2

KLJ Project # 2305-00275

Item #	Spec #	Item	Quantities			Unit	Unit Price	Revised Cost	Changed Cost
			Planned	Revised	Change				
BASE BID 2 - ACCESS ROAD									
36	C-105	Mobilization	1	1	-	L.S.	\$ 25,000.00	\$ 25,000.00	\$ -
37	Local	Airside Traffic Control	1	1	-	L.S.	\$ 13,000.00	\$ 13,000.00	\$ -
38	C-105	Contractor Staging/Storage Area and Temporary Access Gate	1	1	-	L.S.	\$ 9,000.00	\$ 9,000.00	\$ -
39	C-102	Biorolls	60	100	40	L.F.	\$ 3.75	\$ 375.00	\$ 150.00
40	C-102	Temporary Erosion Control Mat	867	867	-	S.Y.	\$ 3.20	\$ 2,774.40	\$ -
41	C-102	Installation and Removal of Silt Fence	363	0	(363)	L.F.	\$ 4.30	\$ -	\$ (1,560.90)
42	P-152	Unclassified Excavation	1,796	1,796	-	C.Y.	\$ 14.50	\$ 26,042.00	\$ -
43	Plan Notes	Subgrade Repair (As Needed)	99	0	(99)	C.Y.	\$ 18.55	\$ -	\$ (1,836.45)
44	P-154	Geogrid (As Needed)	296	0	(296)	S.Y.	\$ 6.20	\$ -	\$ (1,835.20)
45	P-154	Subbase Course, 12 inches	983	983	-	C.Y.	\$ 45.00	\$ 44,235.00	\$ -
46	P-154	Separation Geotextile	3,249	3,249	-	S.Y.	\$ 2.85	\$ 9,259.65	\$ -
47	SDDOT 260	Aggregate Base Course, 6 inches	493	493	-	C.Y.	\$ 56.00	\$ 27,608.00	\$ -
48	SDDOT 320	Hot Mix Asphalt Pavement, 4 inches, SDDOT, Class E Type 1, PG 58-34	596.8	600.5	3.7	Ton	\$ 150.00	\$ 90,075.00	\$ 555.00
49	P-603	Emulsified Asphalt Tack Coat	126	126	-	Gal	\$ 8.00	\$ 1,008.00	\$ -
50	SDDOT 380	Portland Cement Concrete Pavement, 6 inches, SDDOT, Class M6	75	75	-	S.Y.	\$ 172.00	\$ 12,900.00	\$ -
51	P-605	Joint Sealant Filler (Hot Applied)	215	215	-	L.F.	\$ 8.60	\$ 1,849.00	\$ -
52	D-701	24 inch RCP Pipe, Cl. 4	40	40	-	L.F.	\$ 107.75	\$ 4,310.00	\$ -
53	D-701	24 inch RCP Pipe End Section, Cl. 4	2	2	-	Each	\$ 1,600.00	\$ 3,200.00	\$ -
54	D-705	4 inch Perforated Edge Drain w/ Filter Sock	72	72	-	L.F.	\$ 19.35	\$ 1,393.20	\$ -
55	Plan Notes	4 inch Solid PVC Outlet Pipe	14	14	-	L.F.	\$ 80.00	\$ 1,120.00	\$ -
56	Plan Notes	Precast Concrete Headwall	1	1	-	Each	\$ 535.00	\$ 535.00	\$ -
57	Plan Notes	Remove, Salvage, and Reinstall 10 foot Woven-Wire Fence	115	115	-	L.F.	\$ 125.00	\$ 14,375.00	\$ -
58	Plan Notes	Remove and Salvage 10 foot Woven-Wire Fence	26	26	-	L.F.	\$ 26.90	\$ 699.40	\$ -
59	F-164	26'x10' Single Slide Vehicle Gate, Woven-Wire	1	1	-	Each	\$ 9,000.00	\$ 9,000.00	\$ -
60	T-901	Seeding	0.7	0.7	-	Acre	\$ 3,845.00	\$ 2,691.50	\$ -
61	T-905	Topsoiling (Obtained On-Site)	362	362	-	C.Y.	\$ 10.75	\$ 3,891.50	\$ -
62	T-908	Mulching	0.7	0.7	-	Acre	\$ 1,900.00	\$ 1,330.00	\$ -
63	Plan Notes	Luminaire Pole Assembly	1	1	-	Each	\$ 10,650.00	\$ 10,650.00	\$ -
64	L-108	1/C #8 AWG, CU, THWN-2 Cable	138	138	-	L.F.	\$ 1.85	\$ 255.30	\$ -
65	L-110	Non-Encased Electrical Conduit, 1-inch	55	55	-	L.F.	\$ 5.80	\$ 319.00	\$ -
66	L-110	Non-Encased Electrical Conduit, 3-inch	78	78	-	L.F.	\$ 14.95	\$ 1,166.10	\$ -
TOTAL BASE BID 2 - ACCESS ROAD								\$ 318,062.05	\$ (4,527.55)
BASE BID 3 - AUTOMATIC GATE OPERATOR									
67	Plan Notes	Automatic Slide Gate Operator & Access System	1	1	-	L.S.	\$ 24,435.00	\$ 24,435.00	\$ -
TOTAL BASE BID 3 - AUTOMATIC GATE OPERATOR								\$ 24,435.00	\$ -

Airport Name Chan Gurney Municipal Airport
 Location Yankton, South Dakota
 BIL-AIG Project # 3-46-0062-037-2022
 AIP Project # 3-46-0062-038-2022
 Contractor Double H Paving, Inc.

Change Order No. 2F
 Section 2

KLJ Project # 2305-00275

Item #	Spec #	Item	Quantities			Unit	Unit Price	Revised Cost	Changed Cost
			Planned	Revised	Change				
BASE BID 4 - RUNWAY 20 END TAXIWAY TURNAROUND									
68	C-105	Mobilization	1	1	-	L.S.	\$ 35,000.00	\$ 35,000.00	\$ -
69	Local	Airside Traffic Control	1	1	-	L.S.	\$ 25,000.00	\$ 25,000.00	\$ -
70	Local	Contractor Staging/Storage Area and Temporary Access Road	1	1	-	L.S.	\$ 85,000.00	\$ 85,000.00	\$ -
71	C-102	Biorolls	40	100	60	L.F.	\$ 3.75	\$ 375.00	\$ 225.00
72	C-102	Temporary Erosion Control Mat	96	96	-	S.Y.	\$ 3.20	\$ 307.20	\$ -
73	C-102	Stabilized Construction Entrance	1	1	-	Each	\$ 800.00	\$ 800.00	\$ -
74	P-152	Unclassified Excavation	928	928	-	C.Y.	\$ 14.50	\$ 13,456.00	\$ -
75	Plan Notes	Subgrade Repair (As Needed)	57	0	(57)	C.Y.	\$ 18.55	\$ -	\$ (1,057.35)
76	P-154	Geogrid (As Needed)	170	0	(170)	S.Y.	\$ 6.20	\$ -	\$ (1,054.00)
77	P-154	Subbase Course, 10 inches	472	472	-	C.Y.	\$ 45.00	\$ 21,240.00	\$ -
78	P-154	Separation Geotextile	1,841	1,841	-	S.Y.	\$ 2.65	\$ 4,878.65	\$ -
79	SDDOT 260	Aggregate Base Course, 6 inches	283	283	-	C.Y.	\$ 60.00	\$ 16,980.00	\$ -
80	SDDOT 320	Hot Mix Asphalt Pavement, 4 inches, SDDOT, Class E Type 1, PG 58-34	362.5	365.5	3.0	Ton	\$ 170.00	\$ 62,135.00	\$ 510.00
81	P-603	Emulsified Asphalt Tack Coat	77	77	-	Gal.	\$ 8.00	\$ 616.00	\$ -
82	P-620	Surface Preparation	1	1	-	L.S.	\$ 750.00	\$ 750.00	\$ -
83	P-620	Reflective Media	1	1	-	L.S.	\$ 425.00	\$ 425.00	\$ -
84	P-620	Taxiway Marking	722	722	-	S.F.	\$ 4.35	\$ 3,140.70	\$ -
85	D-701	22 inch x 13 inch RCP Arch Pipe, Cl. 4	112	112	-	L.F.	\$ 107.75	\$ 12,068.00	\$ -
86	D-701	22 inch x 13 inch RCP Arch Flared End Section, Cl. 4	4	4	-	Each	\$ 1,600.00	\$ 6,400.00	\$ -
87	D-705	4 inch Perforated Edge Drain w/ Filter Sock	731	731	-	L.F.	\$ 19.35	\$ 14,144.85	\$ -
88	Plan Notes	4 inch Solid PVC Outlet Pipe	109	109	-	L.F.	\$ 80.00	\$ 8,720.00	\$ -
89	Plan Notes	Precast Concrete Headwall	1	1	-	Each	\$ 535.00	\$ 535.00	\$ -
90	Plan Notes	Edge Drain Cleanout	1	1	-	Each	\$ 1,600.00	\$ 1,600.00	\$ -
91	Plan Notes	Remove, Salvage, and Reinstall Edge Drain Cleanout	1	1	-	Each	\$ 1,600.00	\$ 1,600.00	\$ -
92	T-901	Seeding	0.5	0.5	-	Acre	\$ 4,300.00	\$ 2,150.00	\$ -
93	T-905	Topsoiling (Obtained On-Site)	252	252	-	C.Y.	\$ 10.75	\$ 2,709.00	\$ -
94	T-908	Mulching	0.5	0.5	-	Acre	\$ 2,150.00	\$ 1,075.00	\$ -
95	L-108	1/C #8 AWG, 5kV, L-824 Type C Cable, Installed in Trench, Duct Bank, or Conduit	349	349	-	L.F.	\$ 2.30	\$ 802.70	\$ -
96	L-108	#6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Ground Rods and Ground Connectors	337	337	-	L.F.	\$ 1.65	\$ 556.05	\$ -
97	L-108	Cable Plowing (Counterpoise Only)	249	249	-	L.F.	\$ 2.25	\$ 560.25	\$ -
98	L-110	Non-Encased Electrical Conduit, 2-inch	208	208	-	L.F.	\$ 8.95	\$ 1,861.60	\$ -
99	L-110	Sand-Encased Electrical Duct Bank, 1x2x2" PVC	141	141	-	L.F.	\$ 35.30	\$ 4,977.30	\$ -
100	L-115	L-867B Base Can with Solid Cover	4	4	-	Each	\$ 1,220.00	\$ 4,880.00	\$ -
101	L-125	L-858(L) Lighted Sign	2	2	-	Each	\$ 7,890.00	\$ 15,780.00	\$ -
102	L-125	L-853 Taxiway Retroreflective Marker, 30 inch	22	22	-	Each	\$ 235.00	\$ 5,170.00	\$ -
103	Plan Notes	Existing Electrical Equipment Removal	1	1	-	L.S.	\$ 1,775.00	\$ 1,775.00	\$ -
TOTAL BASE BID 4 - RUNWAY 20 END TAXIWAY TURNAROUND								\$ 357,468.30	\$ (1,376.35)
CHANGE ORDER NO. 1 (Added to Schedule 3, Access Road)									
CO1-1	P-101	Remove Concrete Curb and Gutter	-	54.3	54.3	L.F.	27.10	1,471.53	1,471.53
TOTAL CHANGE ORDER 1								\$ 1,471.53	\$ 1,471.53
TOTAL SCHEDULES 2 & 3 AND CO1, BIL-AIG #3-46-0062-037-2023, COST CHANGE								\$ 343,968.58	\$ (3,056.02)
TOTAL SCHEDULES 1 & 4, AIP #3-46-0062-038-2023, COST CHANGE								\$1,115,659.15	\$ (7,670.10)
TOTAL COST CHANGE								\$1,459,627.73	\$ (10,726.12)

Explanation of Changes

Airport Name	Chan Gurney Municipal Airport	Change Order No.	2F
Location	Yankton, South Dakota	Section	3
BIL-AIG Project #	3-46-0062-037-2022	KLJ Project #	2305-00275
AIP Project #	3-46-0062-038-2022		
Contractor	Double H Paving, Inc.		

Item No. CO2-1

Description
Quantity Balancing

Reason for Change

The purpose of this Balancing Change Order is to revise the contract amount to reflect the final installed quantities based on actual field conditions and deductions from the contract for items not performed and/or required to complete the work. 1 contract day was added to complete the work in Phase 2. This change order for quantity balancing and contract days is allowable, allocable, and reasonable.

Periodical Estimate for Partial Payment No.

6F



For the Period 10/27/2023 through 12/05/2023

Airport Name Chan Gurney Municipal Airport
 Location Yankton, SD
 Project Name Construct North Hangar Taxilanes, Access Road, and Runway 20 End Taxiway Turnaround

BIL-AIG Project # 3-46-0062-037-2023
 AIP Project # 3-46-0062-038-2023
 KLJ Project # 2305-00275

Owner	Contractor	Engineer
City of Yankton	Double H Paving, Inc.	KLJ Engineering LLC
416 Walnut Street	27275 Verhey Place	5110 East 57th Street
Yankton, SD 57078	Tea, SD 57064	Sioux Falls, SD 57108

Contract Amount \$1,470,353.85 (Unit price per Contract and Change Orders)

	BIL-AIG 037-2023	AIP 038-2023	Non-AIP	
	Schedules 2 & 3	Schedules 1 & 4	(n/a)	Total
Total Work Done to Date	\$ 343,968.58	\$ 1,115,659.15	\$ -	\$ 1,459,627.73
Material on Hand to Date	-	-	-	-
Subtotal	343,968.58	1,115,659.15	-	1,459,627.73
Retainage 0%	-	-	-	-
Subtotal (less retained percentage)	343,968.58	1,115,659.15	-	1,459,627.73
Amount Previously Paid	335,016.55	1,112,376.65	-	1,447,393.20
Total Amount Due This Estimate	\$ 8,952.03	\$ 3,282.50	\$ -	\$ 12,234.53
Make payment directly to Contractor			TOTAL \$	12,234.53

Summary of Previous Payments				
	BIL-AIG 037, Sch 2&3	AIP 038, Sch 1&4	Non-AIP (n/a)	Total
Estimate No. 1	\$ 8,550.00	\$ 188,939.25	\$ -	\$ 197,489.25
Estimate No. 2	\$ 40,232.16	\$ 320,746.86	\$ -	\$ 360,979.02
Estimate No. 3	\$ 207,829.39	\$ 430,160.71	\$ -	\$ 637,990.10
Estimate No. 4	\$ 56,048.22	\$ 107,135.50	\$ -	\$ 163,183.72
Estimate No. 5	\$ 22,356.78	\$ 65,394.33	\$ -	\$ 87,751.11
Total	\$ 335,016.55	\$ 1,112,376.65	\$ -	\$ 1,447,393.20

I hereby certify that I have prepared this Periodical Estimate and that to the best of my knowledge and belief it is a true and correct statement of work performed and materials supplied by the Contractor. All work and materials included in the estimate have been performed and supplied in full in accordance with the terms and conditions of the corresponding construction contract documents and authorized changes thereto.

12/5/2023

 Date
 12/5/2023

 Date

 KLJ Engineering LLC

 Double H Paving, Inc.

 Date

 City of Yankton

Airport Name Chan Gurney Municipal Airport
 Location Yankton, SD
 BIL-AIG Project # 3-46-0062-037-2023
 AIP Project # 3-46-0062-038-2023
 Contractor Double H Paving, Inc.

Periodical Estimate No. 6F

KLJ Project # 2305-00275

Item #	Spec #	Item	Quantities			Unit	Unit Price	Total Price
			Plan/CO	Current	Total			
BASE BID 1 - NORTH HANGAR TAXILANES								
1	C-105	Mobilization	1		1	L.S.	\$ 75,000.00	\$ 75,000.00
2	Local	Airside Traffic Control	1		1	L.S.	\$ 35,000.00	\$ 35,000.00
3	C-100	Contractor Quality Control Program	1		1	L.S.	\$ 20,000.00	\$ 20,000.00
4	C-105	Contractor Staging/Storage Area	1		1	L.S.	\$ 18,000.00	\$ 18,000.00
5	C-102	Biorolls	150	50	150	L.F.	\$ 3.75	\$ 562.50
6	C-102	Temporary Erosion Control Mat	819		819	S.Y.	\$ 3.20	\$ 2,620.80
7	C-102	Concrete Washout	1		1	Each	\$ 320.00	\$ 320.00
8	C-102	Stabilized Construction Entrance	1		1	Each	\$ 750.00	\$ 750.00
9	P-152	Unclassified Excavation	6,555		6,555	C.Y.	\$ 14.50	\$ 95,047.50
10	Plan Notes	Subgrade Repair (As Needed)	0		-	C.Y.	\$ 18.55	\$ -
11	P-154	Geogrid (As Needed)	0		-	S.Y.	\$ 6.20	\$ -
12	P-154	Subbase Course, 12 inches	2,074		2,074	C.Y.	\$ 45.00	\$ 93,330.00
13	P-154	Separation Geotextile	6,651		6,651	S.Y.	\$ 2.85	\$ 18,955.35
14	SDDOT 260	Aggregate Base Course, 6 inches	1,037		1,037	C.Y.	\$ 48.00	\$ 49,776.00
15	SDDOT 320	Hot Mix Asphalt Pavement, 4 inches, SDDOT, Class E Type 1, PG 58-34	1,352.3		1,352.3	Ton	\$ 150.00	\$ 202,845.00
16	P-603	Emulsified Asphalt Tack Coat	284		284	Gal.	\$ 8.00	\$ 2,272.00
17	P-620	Surface Preparation	1		1	L.S.	\$ 750.00	\$ 750.00
18	P-620	Reflective Media	1		1	L.S.	\$ 425.00	\$ 425.00
19	P-620	Taxilane Marking	841		841	S.F.	\$ 5.35	\$ 4,499.35
20	D-701	22 inch x 13 inch RCP Arch Pipe, Cl. 4	104		104	L.F.	\$ 107.75	\$ 11,206.00
21	D-701	22 inch x 13 inch RCP Arch Flared End Section, Cl. 4	2		2	Each	\$ 1,600.00	\$ 3,200.00
22	D-705	4 inch Perforated Edge Drain w/ Filter Sock	2,236		2,236	L.F.	\$ 19.35	\$ 43,266.60
23	D-705	4 inch Solid PVC Outlet Pipe	109		109	L.F.	\$ 80.00	\$ 8,720.00
24	T-901	Seeding	3.8		3.8	Acre	\$ 1,600.00	\$ 6,080.00
25	T-905	Topsoiling (Obtained On-Site)	2,850		2,850	C.Y.	\$ 10.75	\$ 30,637.50
26	T-908	Mulching	3.8		3.8	Acre	\$ 1,600.00	\$ 6,080.00
27	Plan Notes	Remove, Salvage, and Reset Taxiway Edge Light on New Base Can and Concrete Foundation	3		3	Each	\$ 1,500.00	\$ 4,500.00
28	L-108	1/C #8 AWG, 5kV, L-824 Type C Cable, Installed in Trench, Duct Bank, or Conduit	430		430	L.F.	\$ 2.30	\$ 989.00
29	L-108	#6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Ground Rods and Ground Connectors	430		430	L.F.	\$ 1.65	\$ 709.50
30	L-108	Cable Plowing (Counterpoise Only)	276		276	L.F.	\$ 2.25	\$ 621.00
31	L-110	Non-Encased Electrical Conduit, 2-inch	275		275	L.F.	\$ 8.95	\$ 2,461.25
32	L-110	Sand-Encased Electrical Duct Bank, 1x2x2" PVC	155		155	L.F.	\$ 35.30	\$ 5,471.50
33	L-125	L-861(T) MI Taxiway Edge Light (Base Mounted)	3	1.5	3	Each	\$ 1,600.00	\$ 4,800.00
34	L-125	L-853 Retroreflective Marker, 30 inch	32	2	32	Each	\$ 235.00	\$ 7,520.00
35	Plan Notes	Existing Electrical Equipment Removal	1		1	L.S.	\$ 1,775.00	\$ 1,775.00
TOTAL BID 1 - NORTH HANGAR TAXILANES								\$ 758,190.85

Airport Name Chan Gurney Municipal Airport
 Location Yankton, SD
 BIL-AIG Project # 3-46-0062-037-2023
 AIP Project # 3-46-0062-038-2023
 Contractor Double H Paving, Inc.

Periodical Estimate No. 6F

KLJ Project # 2305-00275

Item #	Spec #	Item	Quantities			Unit	Unit Price	Total Price
			Plan/CO	Current	Total			
BASE BID 2 - ACCESS ROAD								
36	C-105	Mobilization	1		1.00	L.S.	\$ 25,000.00	\$ 25,000.00
37	Local	Airside Traffic Control	1		1.00	L.S.	\$ 13,000.00	\$ 13,000.00
38	C-105	Contractor Staging/Storage Area and Temporary Access Gate	1		1.00	L.S.	\$ 9,000.00	\$ 9,000.00
39	C-102	Biorolls	100	40	100	L.F.	\$ 3.75	\$ 375.00
40	C-102	Temporary Erosion Control Mat	867	180	867	S.Y.	\$ 3.20	\$ 2,774.40
41	C-102	Installation and Removal of Silt Fence	0		-	L.F.	\$ 4.30	\$ -
42	P-152	Unclassified Excavation	1,796		1,796	C.Y.	\$ 14.50	\$ 26,042.00
43	Plan Notes	Subgrade Repair (As Needed)	0		-	C.Y.	\$ 18.55	\$ -
44	P-154	Geogrid (As Needed)	0		-	S.Y.	\$ 6.20	\$ -
45	P-154	Subbase Course, 12 inches	983		983	C.Y.	\$ 45.00	\$ 44,235.00
46	P-154	Separation Geotextile	3,249		3,249	S.Y.	\$ 2.85	\$ 9,259.65
47	SDDOT 260	Aggregate Base Course, 6 inches	493		493	C.Y.	\$ 56.00	\$ 27,608.00
48	SDDOT 320	Hot Mix Asphalt Pavement, 4 inches, SDDOT, Class E Type 1, PG 58-34	600.5		600.5	Ton	\$ 150.00	\$ 90,075.00
49	P-603	Emulsified Asphalt Tack Coat	126		126	Gal	\$ 8.00	\$ 1,008.00
50	SDDOT 380	Portland Cement Concrete Pavement, 6 inches, SDDOT, Class M6	75		75	S.Y.	\$ 172.00	\$ 12,900.00
51	P-605	Joint Sealant Filler (Hot Applied)	215		215	L.F.	\$ 8.60	\$ 1,849.00
52	D-701	24 inch RCP Pipe, Cl. 4	40		40	L.F.	\$ 107.75	\$ 4,310.00
53	D-701	24 inch RCP Pipe End Section, Cl. 4	2		2	Each	\$ 1,600.00	\$ 3,200.00
54	D-705	4 inch Perforated Edge Drain w/ Filter Sock	72		72	L.F.	\$ 19.35	\$ 1,393.20
55	Plan Notes	4 inch Solid PVC Outlet Pipe	14		14	L.F.	\$ 80.00	\$ 1,120.00
56	Plan Notes	Precast Concrete Headwall	1		1	Each	\$ 535.00	\$ 535.00
57	Plan Notes	Remove, Salvage, and Reinstall 10 foot Woven-Wire Fence	115		115	L.F.	\$ 125.00	\$ 14,375.00
58	Plan Notes	Remove and Salvage 10 foot Woven-Wire Fence	26		26	L.F.	\$ 26.90	\$ 699.40
59	F-164	26'x10' Single Slide Vehicle Gate, Woven-Wire	1		1	Each	\$ 9,000.00	\$ 9,000.00
60	T-901	Seeding	0.7		0.7	Acre	\$ 3,845.00	\$ 2,691.50
61	T-905	Topsoiling (Obtained On-Site)	362		362	C.Y.	\$ 10.75	\$ 3,891.50
62	T-908	Mulching	0.7		0.7	Acre	\$ 1,900.00	\$ 1,330.00
63	Plan Notes	Luminaire Pole Assembly	1	0.5	1	Each	\$ 10,650.00	\$ 10,650.00
64	L-108	1/C #8 AWG, CU, THWN-2 Cable	138		138	L.F.	\$ 1.85	\$ 255.30
65	L-110	Non-Encased Electrical Conduit, 1-inch	55		55	L.F.	\$ 5.80	\$ 319.00
66	L-110	Non-Encased Electrical Conduit, 3-inch	78		78	L.F.	\$ 14.95	\$ 1,166.10
TOTAL BASE BID 2 - ACCESS ROAD								\$ 318,062.05
BASE BID 3 - AUTOMATIC GATE OPERATOR								
67	Plan Notes	Automatic Slide Gate Operator & Access System	1	0.30	1.00	L.S.	\$ 24,435.00	\$ 24,435.00
TOTAL BASE BID 3 - AUTOMATIC GATE OPERATOR								\$ 24,435.00

Airport Name Chan Gurney Municipal Airport
 Location Yankton, SD
 BIL-AIG Project # 3-46-0062-037-2023
 AIP Project # 3-46-0062-038-2023
 Contractor Double H Paving, Inc.

Periodical Estimate No. 6F

KLJ Project # 2305-00275

Item #	Spec #	Item	Quantities			Unit	Unit Price	Total Price
			Plan/CO	Current	Total			
BASE BID 4 - RUNWAY 20 END TAXIWAY TURNAROUND								
68	C-105	Mobilization	1		1.00	L.S.	\$ 35,000.00	\$ 35,000.00
69	Local	Airside Traffic Control	1		1.00	L.S.	\$ 25,000.00	\$ 25,000.00
70	Local	Contractor Staging/Storage Area and Temporary Access Road	1		1.00	L.S.	\$ 85,000.00	\$ 85,000.00
71	C-102	Biorolls	100	60	100	L.F.	\$ 3.75	\$ 375.00
72	C-102	Temporary Erosion Control Mat	96		96	S.Y.	\$ 3.20	\$ 307.20
73	C-102	Stabilized Construction Entrance	1	1	1	Each	\$ 800.00	\$ 800.00
74	P-152	Unclassified Excavation	928		928	C.Y.	\$ 14.50	\$ 13,456.00
75	Plan Notes	Subgrade Repair (As Needed)	0		-	C.Y.	\$ 18.55	\$ -
76	P-154	Geogrid (As Needed)	0		-	S.Y.	\$ 6.20	\$ -
77	P-154	Subbase Course, 10 inches	472		472	C.Y.	\$ 45.00	\$ 21,240.00
78	P-154	Separation Geotextile	1,841		1,841	S.Y.	\$ 2.65	\$ 4,878.65
79	SDDOT 260	Aggregate Base Course, 6 inches	283		283	C.Y.	\$ 60.00	\$ 16,980.00
80	SDDOT 320	Hot Mix Asphalt Pavement, 4 inches, SDDOT, Class E Type 1, PG 58-34	365.5		365.5	Ton	\$ 170.00	\$ 62,135.00
81	P-603	Emulsified Asphalt Tack Coat	77		77	Gal.	\$ 8.00	\$ 616.00
82	P-620	Surface Preparation	1		1	L.S.	\$ 750.00	\$ 750.00
83	P-620	Reflective Media	1		1	L.S.	\$ 425.00	\$ 425.00
84	P-620	Taxiway Marking	722		722	S.F.	\$ 4.35	\$ 3,140.70
85	D-701	22 inch x 13 inch RCP Arch Pipe, Cl. 4	112		112	L.F.	\$ 107.75	\$ 12,068.00
86	D-701	22 inch x 13 inch RCP Arch Flared End Section, Cl. 4	4		4	Each	\$ 1,600.00	\$ 6,400.00
87	D-705	4 inch Perforated Edge Drain w/ Filter Sock	731		731	L.F.	\$ 19.35	\$ 14,144.85
88	Plan Notes	4 inch Solid PVC Outlet Pipe	109		109	L.F.	\$ 80.00	\$ 8,720.00
89	Plan Notes	Precast Concrete Headwall	1		1	Each	\$ 535.00	\$ 535.00
90	Plan Notes	Edge Drain Cleanout	1	1	1	Each	\$ 1,600.00	\$ 1,600.00
91	Plan Notes	Remove, Salvage, and Reinstall Edge Drain Cleanout	1		1	Each	\$ 1,600.00	\$ 1,600.00
92	T-901	Seeding	0.5		0.5	Acre	\$ 4,300.00	\$ 2,150.00
93	T-905	Topsoiling (Obtained On-Site)	252		252	C.Y.	\$ 10.75	\$ 2,709.00
94	T-908	Mulching	0.5		0.5	Acre	\$ 2,150.00	\$ 1,075.00
95	L-108	1/C #8 AWG, 5kV, L-824 Type C Cable, Installed in Trench, Duct Bank, or Conduit	349		349	L.F.	\$ 2.30	\$ 802.70
96	L-108	#6 AWG, Solid, Bare Counterpoise Wire, Installed in Trench, Above the Duct Bank or Conduit, Including Ground Rods and Ground Connectors	337		337	L.F.	\$ 1.65	\$ 556.05
97	L-108	Cable Plowing (Counterpoise Only)	249		249	L.F.	\$ 2.25	\$ 560.25
98	L-110	Non-Encased Electrical Conduit, 2-inch	208		208	L.F.	\$ 8.95	\$ 1,861.60
99	L-110	Sand-Encased Electrical Duct Bank, 1x2x2" PVC	141		141	L.F.	\$ 35.30	\$ 4,977.30
100	L-115	L-867B Base Can with Solid Cover	4		4	Each	\$ 1,220.00	\$ 4,880.00
101	L-125	L-858(L) Lighted Sign	2	1	2	Each	\$ 7,890.00	\$ 15,780.00
102	L-125	L-853 Taxiway Retroreflective Marker, 30 inch	22		22	Each	\$ 235.00	\$ 5,170.00
103	Plan Notes	Existing Electrical Equipment Removal	1		1	L.S.	\$ 1,775.00	\$ 1,775.00
TOTAL BASE BID 4 - RUNWAY 20 END TAXIWAY TURNAROUND								\$ 357,468.30
CHANGE ORDER NO. 1 (Added to Schedule 3, Access Road)								
CO1-1	P-101	Remove Concrete Curb and Gutter	54.3	54.3	54.3	L.F.	\$ 27.10	\$ 1,471.53

TOTAL SCHEDULES 2 & 3 AND CO1, BIL-AIG #3-46-0062-037-2023, WORK DONE TO DATE \$ 343,968.58

TOTAL SCHEDULES 1 & 4, AIP #3-46-0062-038-2023, WORK DONE TO DATE \$ 1,115,659.15

TOTAL WORK DONE TO DATE \$ 1,459,627.73

Final Review and Acceptance

Contractor	Double H Paving, Inc.
Address	27575 Verhey Place, Tea, SD 57064
Project	Construct North Hangar Taxilanes, Access Road, and Runway 20 End Taxiway Turnaround
Owner	Chan Gurney Municipal Airport, City of Yankton

On this Date, November 16, 2023, a final review of the project as constructed was made.

The Contractor hereby certifies that the construction has been performed in accordance with the plans and specifications, approved Change Orders, and terms of the contract. The Contractor further certifies that there are no unpaid bills of material or labor disputes in connection with this contract, and that the amount of \$ 1,459,627.73 shown on the final estimate, is the total amount due for all work completed.

The undersigned Owner does hereby agree that all construction and engineering work on the project is complete and does satisfy all terms of appropriate construction or engineering agreements.

Owner and Contractor do hereby acknowledge that the one-year warranty period will begin on September 11, 2023, substantial completion date.

KLJ
(ENGINEER)

By:  Printed: Aaron Storm

Date: 12/5/2023

(CONTRACTOR)

By:  Dustin Gall

Date: 12/5/2023

City of Yankton
(OWNER)

By: _____

Date: _____

Memorandum #23-242

To: Amy Leon, City Manager
 From: Todd R. Larson, Director of Parks, Recreation & City Events
 Date: December 5, 2023
 Subject: Ford F350 One-Ton 4x4 Truck Purchase

The 2023 budget provides for the purchase of a replacement truck for the Department of Parks and Recreation.

The State of South Dakota has completed their vehicle bidding for 2023 models. The list includes a vehicle which meets our needs as the new truck will replace an older one-ton (2013). Lamb Motors out of Onida, SD is listed on the bid document as the specified dealer. The Parks and Recreation staff are working with Lewis and Clark Ford of Yankton to determine if they can supply the truck at the bid price. If Lewis and Clark Ford can meet the price, we will procure it locally.

The vehicle requested for purchase is a 2023 Ford F350 one-ton 4x4 truck. Base cost for the crew cab vehicle is \$52,820.00. Upgrades to the base will include bucket seats, 110v Converter, two factory installed accessory switches, grill guard, large back-up display, remote start, tires for mud and snow, and a high mounted rear camera. Total cost for the truck will be \$57,201.00.

The 2024 budget provides \$100,000.00 for the purchase of the vehicle. Once the truck is received, the City will need to purchase the lift box that will be installed by the supplier.

Respectfully submitted,



Todd R Larson
 Director of Parks, Recreation, & City Events

Recommendation: It is recommended that the Commission approve the purchase of the 2024 Ford F350 truck and upgrades for the Parks and Recreation Department at a cost of \$57,201.00.

I concur with this recommendation.

I do not concur with this recommendation.



Amy Leon, City Manager

Roll Call



MEMORANDUM #23-246

To: City Manager Amy Leon
 From: Jason Foote, Chief of Police
 Date: December 5, 2023
 Subject: Build Dakota Scholarship

Across the nation, law enforcement continues to struggle to hire officers. This will continue to be an issue for law enforcement departments for years to come. The City of Yankton Police Department is not immune to these struggles. Despite wage increases, upgraded benefits and taking better care of our first responders, we continue to struggle to get applicants.

We compete against almost every agency in South Dakota for quality candidates, limiting our pool of applicants. To alleviate some of this competition, we have changed some hiring practices.

Because of the challenges we face with hiring, I am proposing that the City of Yankton Police Department participate in the Build Dakota Scholarship program. This program gives applicants who are attending Southeast Technical College (Sioux Falls), Lake Area Technical College (Watertown), and Western Dakota Technical College (Rapid City) a full-ride scholarship in their chosen profession of Criminal Justice. Currently, the cost of this two-year program is \$20,000.00. The City would be responsible for \$10,000.00 with the remaining cost covered by the Build Dakota Scholarship Fund.

In keeping with the guidelines of the program, once the educational component is complete the student is required to work for the sponsoring agency/employer for three years.

Participating in this program would benefit the City of Yankton Police Department in several different areas that should be considered:

- **Community Engagement:** Sponsoring a student through the Build Dakota Scholarship program aligns with our commitment to community engagement and support. By investing in local talent and education, we demonstrate our dedication to the betterment of Yankton and its residents.
- **Workforce Development:** Education is a vital component of workforce development. Supporting a student's pursuit of education in a field relevant to our department, such as criminal justice or law enforcement, ensures a pipeline of well-educated and skilled individuals who will have a career with the Yankton Police Department upon graduation with a three-year commitment to the department.
- **Long-Term Benefits:** When we sponsor a student through the Build Dakota Scholarship program, we are not merely providing financial support for their education. We are investing in their future, potentially creating a highly skilled and motivated individual who can contribute significantly to our department for years to come.

____ Roll Call

- **Positive Public Image:** Our participation in a scholarship program reflects positively on the City of Yankton Police Department in the eyes of the community. It shows that we are not only interested in maintaining law and order, but also in nurturing the growth and development of our community's youth.
- **Cost-Effective Recruitment:** By sponsoring a student through this scholarship program, we have the potential to identify and recruit a future law enforcement professional without incurring the traditional cost associated with recruitment and training. This scholarship reduces the financial burden on both the department and the candidates, making it a cost-effective solution for our recruitment needs.

In conclusion, incorporating the Build Dakota Scholarship into our recruitment strategy can bring numerous benefits to the City of Yankton Police Department. This program not only addresses workforce shortages but also supports our commitment to community development and diversity. It allows us to attract and retain talented individuals who are well prepared to serve our community effectively.

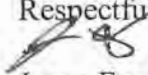
I recommend that we explore the possibility of establishing a partnership with the Build Dakota Scholarship Fund and develop a tailored recruitment strategy to harness the potential it offers. This collaboration has the potential to strengthen our department's capabilities and make a positive impact on our community. By participating in this program, we would become the first Police Department in the State of South Dakota to utilize this scholarship to fill future openings.

If this recommendation is accepted, the City would be responsible for \$5,000.00 in 2024 and \$5000.00 in 2025. This is an unbudgeted request. I would request a new line item in the 2025 budget specifically for the Build Dakota Scholarship. This budgeted amount would be \$10,000.00 annually. If at any time the sponsored student becomes unemployable as a police officer, it would be the student's responsibility to reimburse the City for all fees paid.

I have discussed this with our Director of Human Resources, Brittany Orr. Ms. Orr is excited to explore the program in hopes to recruit more officers to the Yankton Police Department.

Thank you for your consideration.

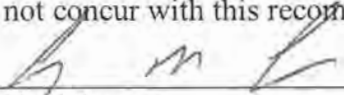
Respectfully submitted,


Jason Foote
Chief of Police

Recommendation: 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.

I concur with this recommendation.

I do not concur with this recommendation.


Amy Leon, City Manager

____ Roll Call

RESOLUTION #23-71

WHEREAS, recruiting police officers continues to be a growing issue for agencies including the City of Yankton Police Department; and

WHEREAS, the City agrees that by partnering with the Build Dakota Scholarship Fund we can alleviate some recruiting issues and attract qualified future applicants to the City of Yankton Police Department; and

WHEREAS, the City of Yankton would enter into an agreement with the Build Dakota Scholarship Fund sponsoring selected students pursuing a career in law enforcement.

NOW, THEREFORE, BE IT RESOLVED that the Board of City Commissioners of Yankton, South Dakota do hereby approve the Build Dakota Scholarship Fund Agreement, authorize the Chief of Police to sign the agreement with Build Dakota Scholarship Fund, and provide the funding of \$10,000 for the 2024-2025 school year.

Adopted: This ____ day of December, 2023

Stephanie Moser
Mayor

ATTEST:

Al Viereck
Finance Officer