



**CITY OF YANKTON**

**2017\_11\_27**

**COMMISSION MEETING**



**Mission Statement**

*To provide cost-effective public services as required by its citizens and to provide an environment so that both its citizens and the economy prosper.*

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**YANKTON BOARD OF CITY COMMISSIONERS**

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

**Monday, November 27, 2017**

City of Yankton Community Meeting Room

Located at the Technical Education Center • 1200 W. 21<sup>st</sup> Street • Room 114

Rebroadcast Schedule: Tuesday @ 7:30pm, Thursday @ 6:30 pm, on channels 3 & 45

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**I. ROUTINE BUSINESS**

**1. Roll Call**

**2. Approve Minutes of regular meeting of November 13, 2017**

**Attachment I-2**

**3. City Manager's Report**

**Attachment I-3**

**4. Public Appearances**

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

**II. CONSENT ITEMS**

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

**1. Renewal of Mobile Home Park Licenses**

Consideration of Memorandum #17-255 recommending approval of the renewal of Mobile Home Park licenses for the 2018 licensing period

**Attachment II-1**

**2. RTEC CNC Robotics Project, set progress hearing**

Consideration of Memorandum #17-261, recommending that December 11, 2017, be established as the date for a progress hearing on the RTEC CNC Robotics Project

**Attachment II-2**

**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. **Assessment Roll; Noxious Vegetation and Abatement, public hearing**  
Consideration of Memorandum #17-254 and Resolution #17-49, regarding the public hearing on the special assessment roll for removal of noxious vegetation and abatement  
**Attachment III-1**
  
2. **Alley Assessment, public hearing**  
Consideration of Memorandum #17-238 and Resolution #17-59, regarding the public hearing on the alley assessment for 13<sup>th</sup> Street to 14<sup>th</sup> Street between Pearl Street & Picotte Street  
**Attachment III-2**
  
3. **Public hearing for transfer of location – On-Off Sale Wine**  
Consideration of Memorandum #17-256 regarding the request for the transfer of location of a Retail (on-off sale) Wine License for January 1, 2018, to December 31, 2018, from Willa B’s LLC, d/b/a Willa B’s LLC (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A to 114 Douglas Ave., Suite 2, Yankton, SD.  
**Attachment III-3**
  
4. **Public hearing for transfer of location-On-Off Sale Malt Beverage**  
Consideration of Memorandum #17-257 regarding the request for the transfer of location of a Retail (on-off sale) Malt Beverage License for July 1, 2017, to June 30, 2018, from Willa B’s LLC, d/b/a Willa B’s LLC (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A to 114 Douglas Ave., Suite 2, Yankton, SD.  
**Attachment III-4**
  
5. **Public hearing for sale of alcoholic beverages – Special Event**  
Consideration of Memorandum #17-258 regarding the request for the Special Events RETAIL (on-sale) Liquor License for 1 day, January 13, 2018, from Boomer’s Inc., (Gary W. Boom, President) d/b/a Boomer’s Lounge, NFAA, 800 Archery Lane, Yankton, South Dakota.  
**Attachment III-5**

*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. **Chan Gurney Airport – Airport Consultant**  
Consideration of Memorandum #17-251 regarding recommendation for Chan Gurney Airport Consultant  
**Attachment IV-1**
  
2. **Proposal from Stockwell Engineers for Meridian District Streetscape Improvements**  
Consideration of Memorandum #17-235 regarding proposal from Stockwell Engineers for Meridian District Streetscape Improvements  
**Attachment IV-2**

3. **Lease Agreement Renewal – Senior Citizens Center**  
Consideration of Memorandum #17-260 regarding Agreement between the City and Yankton Area Senior Citizens Center  

**Attachment IV-3**
  4. **Planning Commission Recommendation, Plat Review**  
Consideration of Memorandum #17-272 regarding Resolution #17-65, a Replat of Lot 4 and Lot 5, Block 3, Mayer’s Addition located in the NW 1/4 of the SW 1/4 of Section 22, Township 93 North, Range 56, West of the 5th P.M., Yankton County, South Dakota, hereafter to be known as: Lot 4A, Block 3, Mayer’s Addition located in the NW ¼ of the SW 1/4of Section 22, Township 93 North, Range 56, West of the 5<sup>th</sup> P.M., Yankton County, South Dakota. Address, 107 Robin Street. Kenneth M. Hausmann, owner.  

**Attachment IV-4**
  5. **Bid Award – Surplus Property**  
Consideration of Memorandum #17-250 regarding Surplus Property  

**Attachment IV-5**
  6. **Riverside Baseball Concession Stand Reimbursement**  
Consideration of Memorandum #17-253 regarding Riverside Baseball Concession Stand Reimbursement  

**Attachment IV-6**
  7. **City Commission Protocol / Procedures**  
Consideration of Memorandum #17-259 regarding City Commission Protocol / Procedures for public appearances and placing items on agenda  

**Attachment IV-7**
  8. **Budget Supplement**  
Memorandum supporting first reading of Memorandum supporting Ordinance #1001, the second supplement to the 2017 annual appropriation Ordinance #989 and setting December 11, 2017 as second reading and public hearing of said Ordinance  

**Attachment IV-8**
  9. **Surplus Police Radios**  
Consideration of Memorandum #17-263 and Resolution #17-64 regarding surplus police radios  

**Attachment IV-9**
- V. **ADJOURN THE MEETING OF NOVEMBER 27, 2017**

*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  
November 13, 2017**

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

**Roll Call:** Present: Commissioners Gross, Johnson, Knoff, Maibaum, Miner, and Moser. City Attorney Den Herder and City Manager Nelson were also present. Absent: Commissioners Carda and Ferdig. Quorum present.

Action 17-324

Moved by Commissioner Gross, seconded by Commissioner Knoff, to approve the Minutes of the regular meeting of October 23, 2017.

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

Motion adopted.

Action 17-325

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

Jessica A Koch-Summer Program-\$313.60; A T & T-Cell Phone Bill-\$276.04; ABM Equipment Supple LLC-Annual Inspection Test-\$2,384.74; Ace Hardware-Parts-\$23.02; AMG Occupational Medicine-DOT CDL Drug Testing-\$94.50; Applied Concepts Inc-Radar Replacement-\$431.00; Auto Unlock Locksmithing-Labor-\$45.00; Auto Value Parts Store-Filters-Brake Cleaner-\$680.98; Autozone-Oxygen Sensor-\$59.98; Avera Sacred Heart Hospital DOT CDL Drug Testing-\$167.00; Backdraft Magazine-Ad For Sac-\$155.00; Bailey/Amy-Promo Materials-\$140.00; Banner Associates Inc-Fill Station-\$2,024.50; Bartlett & West Inc-Lift Station Const-\$5,037.50; Berke-Hanson/Sue-Retirement Reception-\$27.09; Big Friend Little Friend-1/2 Sp Appropriation-\$2,250.00; Black Clover Enterprises LLC headwear-\$453.00; Boller Printing Inc-Books-\$593.00; Bomgaars Inc-Trailer Ball-\$19.48; Brenntag Great Lakes LLC-Chemicals-\$1,742.04; Brock White Company LLC-Concrete Cold Patch-\$1,081.50; Buhls Laundry Cleaners Inc Uniform Alterations-\$36.00; Cedar Knox Public Power District Elect-Oct-\$1,080.45; CEI Enterprises Inc-Repairs-\$1,256.55; Centurylink-Phone-Oct-\$1,289.05; Chamber Of Commerce-Retirement Gift-\$200.00; Chesterman Company-Pop-\$227.46; Cindy Hunhoff-Facade Grant-\$7,586.50; City of Vermillion-Jt Power Cash Trans-\$48,461.00; City of Yankton-Central Garage Rubbish-\$33.00; City of Yankton-Parks-Landfill Charges-\$239.96; City of Yankton-Solid Waste Compacted Garbage-\$11,049.03; City of Yankton-Waste Water Landfill Charges-\$12.00; City Utilities-Water-WW-Charges-\$13,373.29; Cleveland Golf-Golf Clubs-\$6.52; Cole Papers Inc.-Janitorial Supplies-\$280.52; Concrete Material-Concrete-\$15,192.90; Conduent Enterprises Solutions Maint Program Support-\$2,161.62; Conkling Dist/John-Ber-\$845.15; Cornhusker Intl Truck Inc-Wiper Blades-\$206.36; Creative Forms & Concepts-W-2 1099-\$323.67; Credit Collection Service Inc-Ut Collection-Sept-\$22.50; CSI Software LLC-Software-\$1,094.18; Curtis/Anthony-Utility Overpayment-\$88.47; Dakota Beverage Co Inc-Beer-\$283.00; Dakota Custom Turf LLC-Green Aeration-\$2,200.00; Dakota Playground-Ridgeway Park Improvement-\$2,880.00; Dakota Tour-Golf Tour Fees-\$1,526.50; Danko Emergency Equipment-Safety Vests-\$56.25; Dept of Corrections-Doc Work Program-\$1,939.28; Dept of Env & Nat Resources 20051-R1a-106-\$9,705.57; Dept of Environment-Solid Waste Loan-\$26,782.24; Dept of Revenue-Lab Tests-\$1,424.00; Design Solutions-Programming-\$880.00; Dex Media East-Phone Book-\$32.29; Environmental Energy-

Reclaim Oil-\$65.00; Ethanol Products LLC-Co2-\$777.84; Falkenberg Construction-Weed Mowing-\$125.00; Feimer Construction-Maple St 4-6-\$135,724.79; Fejfar Plumbing Inc-Repair Kit-\$20.00; Finance, Dept of-Retail On-Sale Wine-Frun-\$505.00; First Dakota Nat'l Bank Corpfire Station Debt Serv-\$148,145.00; First National Bank-Sales Tax Revenue Bonds \$154,132.50; First National Bank-Ww Refunding Bonds-\$487,681.25; Flannery/Kirt-Officer Stipend-Oct-\$25.00; Flexible Pipe Tool Company-Camera Repair-\$1,192.10; Frederick/Michael-Book-\$25.00; Frick/Adam-Officer Stipend-Oct-\$25.00; Frick/Brian-Officer Stipend-Oct-\$50.00; Frontier Mills Inc-Grass Seed-\$268.42; Geotek Eng & Testing Serv Inc-Water Plant-\$24,710.25; Gerstner Oil Co-Jet Fuel-\$22,415.55; Govt. Finance Officer Assn-Membership Renewal-\$190.00; Graymont Capital Inc-Lime-\$4,609.68; Hartington Tree LLC-Tree Replacement-\$450.00; Hawkins Inc-Chemicals-\$2,367.14; HDR Engineering Inc-Water Treatment Plant Const-\$97,860.19; Hydro Klean-Locator Repair-\$729.00; J&H Care & Cleaning Company-Janitorial Services-\$2,795.00; Jansen Upholstery-Repair Seat-\$490.00; Jebro Inc-Liquid Asphalt-\$72,980.05; Jones Construction/John T-W Plant Const-\$866,054.05; Klines Jewelry-Retirement Gifts-\$202.98; KVHT Radio Station-Ad-\$550.00; Lacroix Law Office-Legal Fees-\$1,622.76; Lewis & Clark Bhs-1/2 Sp Appropriation-\$10,000.00; Lewis & Clark Theatre Co-1/2 Sp Appropriation-\$1,250.00; Mailfinance-Postage-\$576.00; Masonry Components Inc-2nd St Calmers-\$142,059.35; McGlone/Murray & Megan-Refund-\$129.00; MidAmerican Energy-Fuel-Oct-\$1,455.65; MidAmerican Energy-Fuel-Oct-\$526.52; Midwest Tape-Audio Books-\$823.78; Midwest Turf & Irrigation-Irrigation Repairs-\$175.40; Millenium Recycling-Single Stream Fee-\$4,702.25; Moser/Brad-Officer Stipend-Oct-\$25.00; NB Golf Cars Inc-Golf Cart Repairs-\$377.31; Nebraska PGA-Jr Golf Inflatables-\$314.50; Nelson/Amy-ICMA Travel-\$82.00; New Deal Tire LLC-Scrap Tires-\$6,182.00; Northwest Electric-Pool Pump-\$5,959.42; Northwestern Energy-Elect-Oct-\$98,083.53; Northwestern Energy-Sertoma Park Elect Bill-\$265.04; Observer-Ad-\$60.00; Olsons Pest Technicians Inc pest Control-\$140.00; Overhead Door Co-Door Repairs-\$100.00; Parker/Brad R-Boot Allowance-\$117.65; Pathways Shelter For Homeless-Music At The Meridian-\$500.00; Ping-Club Repairs-\$50.33; Polydyne Inc-Chemicals-\$4,180.00; Postmaster-Box Fee-\$88.00; Postmaster-Postage Permit-\$225.00; Press Dakota Mstar Solutions Classified Ad-\$2,161.02; Printing Specialists-Utility Notices-\$165.64; Pro Auto Inc-Towing-\$220.00; Racom Corporation-Radio Access-\$760.96; Reinhart Foods Inc-Entree-\$2,325.79; Ricoh Usa Inc-Printer-\$399.06; Safety Benefits Inc-Registration Fee-\$65.00; Sanitation Products Inc-Red Recycle Carts-\$28,540.26; Sd Redbook Fund-Online Training Subsc-\$20.00; SDML Workers Compensation Fund Work Comp Renewal-\$193,039.00; Serpentix Corporation-Repairs-\$1,533.60; Sheehan Mack Sales & Eq Inc-Pipe-\$219.72; Sioux City Foundry Co-Blades-\$10,612.80; Sioux Equipment Company Inc Annual Fuel Inspection-\$2,735.09; Smith Insurance Inc/MT & RC Notary Fee-\$177.50; South Dakota One Call-Message Fee-\$284.55; Stern Oil Co Inc-Fuel-\$36,046.72; Stockwell Engineers Inc-8th St Summit To Broadway-\$50,670.00; Stockwell Engineers Inc-Mem Pool Master Plan-\$2,482.45; Tempercraft-Merchandise-\$546.49; Thatcher Company-Carbon-\$7,830.00; Thomson Reuters-Local Govt Law-\$643.00; Titan Machinery-Loader Repairs-\$4,504.64; Titleist-Range Balls-\$1,562.49; Todd Inc/Michael-Street Signs-\$3,597.74; Top Notch Window Cleaning-Professional Services-\$100.00; Transportation Dept/S.D.-Pavement Maintenance-\$1,191.43; Tre Environmental Strategies testing-\$650.00; Turfwerks-Parts-\$678.30; Us Post Office-Util-Ut Postage-Oct-\$2,500.00; United States Postal Service postage Meter-Oct-\$860.00; Us Bank Equipment Finance-Copier Lease-\$281.51; Weiss/Janice-Lost Book Refund-\$11.96; Wholesale Supply Inc-Pop-\$162.70; Woehl/Toby-Officer Stipend-Oct-\$25.00; Woods Fuller Shultz & Smith PC Professional Services-\$1,035.00; Xerox Corporation-Copier Lease-\$215.08; Xerox Corporation-Copier Lease-\$1,100.22; Xtreme Inc-Fuel-\$1,233.20; Yankton Area Arts Assn-1/2 Sp Appropriation-\$2,500.00; Yankton Area Convention & Visitors Bureau-1/4 Sp Appropriation-\$97,582.50; Yankton County Auditor-Safety Center Share-\$9,682.44; Yankton County Treasurer-

Taxes-\$350.36; Yankton Fire & Safety Co-Fire Ext For Vehicles-\$332.50; Yankton Redi Mix-Concrete-\$928.00; Yankton School District-33rd Qrt SAC Shared Exp-\$28,097.65; Yankton Vol Fire Department Fire Calls & Drills-\$600.00; Ziegler/William-Officer Stipend-Oct-\$50.00; Al S Oasis Cafe-SDLA Conference-\$73.00; Allied Electronics Inc-Potentiometer-\$42.22; Amazon Mktplace Pmts-DVDs-\$573.13; Amazon.Com-Toner-\$373.61; Amazon.Com Amzn.Com/Bi-Equipment-\$67.02; American-Travel Expense-\$25.00; Appera-Towels-\$341.40; Applebees-K9 Medical Expense-\$33.12; Applied Ind Tech 2189-Uv Circuit Board Repair-\$285.00; Arbor Day Foundation N-Membership Dues-\$35.00; Associated Supply-Controller-\$3,334.07; AT&T-Cellular For Patrol-\$336.00; Baker-Taylor-Books-\$4,811.12; Best Western Hotels -Conference Lodging-\$1,125.43; World Herald Newspaper-Omaha World Herald Subx-\$311.48; Bomgaars-Gloves And Coupler-\$1,239.05; Ook Systems Inc-Library Cards-\$2,265.00; Broadway Chrysler Dodge-Bumper Cover-\$132.53; Bsn\*Sport Supply Group-Adult League Volleyballs-\$294.77; Burger King-Training Expense-\$5.87; Carus Corporation-Phosphate-\$2,472.12; Caseys Ellendale-Training Expense-\$27.80; Caseys Gen Store-Supplies-\$68.20; Caseys Gen Store-Meeting-\$71.97; Cedar Shore Resort Lod-SDLA Conference-\$827.60; Cedar Shore Resort Res-SDLA Conference-\$55.70; Center Point Large Print-Books-\$137.82; Chief Supply Crm-Patrol Equipment Repairs-\$65.79; Christensen Radiator &-Radiator Core & Supplies-\$1,093.52; Clarks Rentals Custom-Equipment Rental-\$260.80; Concrete Materials-Westside Park Supplies-\$1,362.02; Conoco Yankton Conoc-Fuel-\$65.69; Cox Auto Supply-Conveyor Belt Hanger-\$156.78; Crescent Electric-Light Bulbs-\$431.44; Crucial.Com-Equipment-\$167.99; Dayhuff Enterprises Inc-Cleaning Supplies-\$1,059.62; Delight Donuts-Staff Appreciation-\$10.32; Demco-Book Tape & Ill Labels-\$255.06; Desktop Supplies.Com-Postcards-\$231.44; Diane's Greenhouse-Trees-\$599.94; Dx Service-Salt-\$1,527.33; Eberl Iron Works Inc-Metal Driver-\$178.63; Echo Electric Supply-Bulbs-\$78.90; Environmental Express-Glucose Glutamic Acid-\$81.46; Epic Sports,Inc-Aquatic Equipment Rack-\$413.91; Evanced Solutions LLC-Sign Up & Spaces Subx-\$1,112.00; Ezclocks,LLC-Clocks For Weight Room-\$141.73; Facebook-Promotions-\$2.73; Fastenal Company01-Drill Set And Degreaser-\$280.84; FEDEX-Evidence Postage-\$15.25; Fejfar Plumbing-Heater Filters-\$494.00; Franks Trading Post-Training Expense-\$42.87; Fred Haar Company Yank-Mower Repair-\$7.62; Graham Tire-Tire Repair-\$205.47; Gramp's-Fuel-\$497.16; Hach Company-Laboratory Reagents-\$806.90; Hard Drive Central-Copies-\$77.52; Hardees-Training Expense-\$24.35; Hedahls Yankton-Equipment Maintenance-\$19.46; Herbergers-Uniform-\$78.66; Hobby-Lobby-Jane Austen Supplies-\$13.78; Holland Bulb Farms, Ll-Plants-\$73.85; Hy-Vee Gas-Fuel-\$85.21; Hy-Vee-Concessions Gatorade-\$574.64; Im-Pool Noodle Organizer-\$39.90; Independence Waste-Porta Pottys-\$577.85; INTL Code Council Inc-Code Council Exam-\$79.00; Int-Dare Supplies-\$1,709.37; ISU Vet Clinic-Reno K9 Medical Care Eye-\$351.80; Jack's Uniforms & Equipment-Uniforms-\$246.23; JCL Solutions-Sioux Falls-Cleaning Supplies-\$359.35; Junior Library Gui-Bilingual/Spanish Books-\$312.00; Kaiser Refrigeration I-I.R.Air Dryer Repairs-\$530.91; King Buffet Mongolia-Staff Appreciation-\$21.00; Kohls-Uniform-\$80.90; Kopetsky's Ace Hardware-Liquid Sealant-\$465.85; Labstrong Corporation-Filtration-\$191.85; Landscape Garden Center-Plant Supplies-\$40.00; Larsen Carpet-Carpet-\$40.00; Lewis And Clark Ford L-Fuel Pump-\$686.59; M.A.S.A./Sportsadv-Gym Floor Tape-\$398.10; Mackenzie River Grill-Training Expense-\$16.17; Mark S Machinery Inc-Temp Sender-\$688.30; Marriott San Antonio River-ICMA-\$806.49; Max Group LLC-Clocks For Weight Room-\$447.27; McAfee-Computer Protection-\$85.19; Mead Lumber Yankton-Bridge Mural-\$1,116.76; Menards Yankton SD-Screen & Paneling-\$1,567.09; Midwest Laboratories-Monthly Nutrients-\$107.56; Midwest Turf & Irrigat-Equipment Repair-\$1,021.38; Northern Tool-Shop Supplies-\$210.59; Northern Tool Equip-Gbt Power Washer-\$1,171.41; Northtown Automotive-Sender And Module Kits-\$163.65; Olive Garden-Training Expense-\$16.11; Olson's Pest Technician-Contracted Services-\$109.00; One Office Solution-Labels-\$87.32; O'Reilly Auto-Antifreezes-\$506.50; OTC Brands,Inc.-

Story Time Program-\$42.87; Overdrive Dist-Ebooks-\$1,787.25; Paypal-Aed Battery-\$142.25; Paypal-Radio Chargers-\$28.88; Paypal-Radios-\$835.60; Pbi-Postage Meter Lease-\$154.00; Phillips Ave Diner-Court Expense-\$50.47; Phillips 66 Docs Sto-K9 Medical Care Fuel-\$44.82; Power Systems-Workout Bands-\$76.10; Rrandomhouse-CD Books-\$270.00; Push Pedal Pull-Corpor-Equipment Repair-\$290.00; Quill Corporation-Payroll Labels-\$82.99; Rayallen.Com-K9 Deployment System-\$1,259.99; Red Cross Store-Lifeguard Training-\$214.71; Riverside Hydraulics,-Hose And Ends, O-Rings-\$257.33; Rodeo Bar DFW-Travel Expense-\$10.28; Roll'n Pin Restaurant-Travel Expense-\$12.94; Ron's Auto Glass-Caprice Window-\$110.00; Rothhammer Internation-Water Steps-\$524.31; Royal Sport Shop-Fundraiser Supplies-\$9.20; SD Firefighters Association-Registration-\$150.00; Sears Roebuck 2402-Uniform-\$38.31; Hell Oil-Training Fuel-\$27.19;Shell Oil-Fuel-\$42.29; Shell Oil 57445622400-Fuel-\$37.19; Sherwin Williams 70301-Traffic Paint-\$267.61; Shur-Co Outlet service-Tarp,Tarp Supplies,Pipes-\$1,151.80; Sioux Equipment Inc-Shop Supplies-\$140.34; Sioux Gateway Parking-Travel Expense-\$53.75; South Point Hotel And Casino-NFAA-\$352.56; Springhill Suites Norl-Travel Expense-\$880.08; Squ-Cop Cards-\$2,736.00; Usborne Books-Books-\$98.93; State Hygienic Lab-Source Water Testing-\$493.00; Subway 00111021-Meeting-\$60.09; Sushi Masa-Meeting-\$90.66; Tabor Lumber Cooperation-Chemicals-\$2,206.58; Taco Bell-Training Expense-\$6.62; Taco Johns-Training Expense-\$8.68; Taco Johns-Court Trial Expense-\$13.93; Taxi Svc New Orleans-Travel Expense-\$43.20; Tea Ace-Shop Supplies-\$9.58; Tessman Company Sioux-Chemicals-\$785.00; The UPS Store-Postage-\$128.44; Tjmaxx-Uniform-\$27.67; TMA Yankton-Tires-\$5,418.64; Tuff Go-Tree Guards-\$1,983.06; Two Way Direct-Batteries-\$194.75; Ugly Dog Saloon & BBQ-Travel Expense-\$19.50; USA Blue Book-Repair Parts-\$575.75; UPS-Evidence Postage-\$20.88; Viddler Inc-Video Hosting-\$40.97; VWR International Inc-Lab Supplies-\$950.87; Vzwrllss\*My Vz Vb P-Internet Access-\$516.16; Wal-Mart-Fundraiser Supplies-\$518.51; Walgreens-K9 Reno Prescription-\$50.87; Wingate By Wyndham-Training Expense-\$245.70; Wal-Mart Supercenter-DVDs-\$613.53; WW Grainger-Light Bulbs-\$307.42; Yankton Area Chamber of Commerce-Conference-\$52.00; Yankton Medical Clinic-Firefighter Physicals-\$3,784.50; Yankton Winnelson Co-Sump Pump-\$360.42; Zimco Supply Co-Chemicals-\$867.50;

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

Motion adopted.

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

Dan Klimisch, Chairman of the James River Water Development District introduced himself and gave a short explanation of their services.

#### Action 17-326

Moved by Commissioner Gross, seconded by Commissioner Johnson, that the following items on the Consent Agenda be approved.

1. Work Session  
Setting date of November 27, 2017, at 6:00 pm in Room #114 of the Regional Technical Education Center for the next work session of the Yankton City Commission to discuss Fox Run Golf Course.
2. Alley Assessment, set public hearing  
Consideration of Memorandum #17-232 and Resolution #17-59, recommending that November 27, 2017, be established as the date for a public hearing on the alley assessment for 13<sup>th</sup> Street to 14<sup>th</sup> Street between Pearl Street & Picotte Street.

3. Possible Quorum Event  
December 8, 2017, for City of Yankton Christmas party, no official commission action
4. Setting date for Planning Advance  
Setting date of January 20, 2018 for the Planning Advance Session of the Yankton City Commission, alternate date would be January 13, 2018.
5. Fireworks Request by Holiday Lights Committee  
Consideration of Memorandum #17-242 regarding request to shoot small fireworks show
6. Mayor's Appointment to Joint Powers Board  
Consideration of Memorandum #17-239 recommending approval of the Mayor's Appointment to Joint Powers Board due to resignation.
7. Mayor's Appointment to BID Board  
Consideration of Memorandum #17-240 recommending approval of the Mayor's Appointment for City Commissioner to BID Board.
8. Peddler's License Application  
Consideration of Memorandum #17-244 recommending approval of an application for a Peddler's License for Edward Jones Company to go house-to-house to offer services as a Financial Advisor.
9. Establish public hearing for transfer of location – On-Off Sale Wine  
Establish November 27, 2017, as the date for the public hearing on the request for the transfer of location of a Retail (on-off sale) Wine License for January 1, 2018, to December 31, 2018, from Willa B's LLC, d/b/a Willa B's LLC (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A to 114 Douglas Ave., Suite 2, Yankton, SD.
10. Establish public hearing for transfer of location-On-Off Sale Malt Beverage  
Establish November 27, 2017, as the date for the public hearing on the request for the transfer of location of a Retail (on-off sale) Malt Beverage License for July 1, 2017, to June 30, 2018, from Willa B's LLC, d/b/a Willa B's LLC (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A to 114 Douglas Ave., Suite 2, Yankton, SD.
11. Establish public hearing for sale of alcoholic beverages – Special Event  
Establish November 27, 2017, as the date for the public hearing on the request for the Special Events RETAIL (on-sale) Liquor License for 1 day, January 13, 2018, from Boomer's Inc., (Gary W. Boom, President) d/b/a Boomer's Lounge, NFAA, 800 Archery Lane, Yankton, South Dakota.

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

#### Action 17-327

This was the time and place for the public hearing on the application for a Special Events (on-sale) Liquor License for December 8, 2017 from Minerva's Grill and Bar, (Janelle Wieseler, Sales & Catering Director) d/b/a Minerva's Grill & Bar, NFAA, 800 Archery Lane, Yankton, South Dakota. (Memorandum 17-236) No one was present to speak for or against approval of the license application. Moved by Commissioner Knoff, seconded by Commissioner Gross, to approve the license.

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

#### Action 17-238

This was the time and place for the public hearing on the applications for Alcoholic Beverage Licenses

for the 2017-18 licensing period. (Memorandum 17-237). Moved by Commissioner Miner, seconded by Commissioner Gross, to approve the renewal of the following licenses.

RETAIL (ON-SALE) LIQUOR-FULL SERVICE RESTAURANT

Czeckers, Inc., d/b/a Czeckers, Inc., 407 Walnut St.; Bernard Properties, LLC, d/b/a Riverfront Events Center & Emporium, 121-113 W. 3<sup>rd</sup> St.

RETAIL (ON-SALE) LIQUOR

Hanten, Inc., d/b/a Ben's Brewing Company, 222 W. 3<sup>rd</sup> St.; Black Steer, Inc., d/b/a The Black Steer, 300 E. 3<sup>rd</sup> St.; Boomer's, Inc., d/b/a Boomer's Lounge, 100 E. 3<sup>rd</sup> St.; B.P.O. Elks Lodge 994, 504 W. 27<sup>th</sup> St.; Hillcrest Golf-Country Club, 2206 Mulberry St.; JoDeans Corp., d/b/a JoDeans, 2809 Broadway Ave.; WR Capital I, LLC, d/b/a Minerva's Grill & Bar, 1607 E. Hwy 50, Suite A; Dayhuff Enterprises, Inc., d/b/a MoJo's Pizza & Spirits, 102-104 E. 3<sup>rd</sup> St.; Dayhuff Enterprises, Inc., d/b/a O'Malley's Bar, 204 W. 3<sup>rd</sup> St.; Drotzmann & Portillo, LLC d/b/a Rounding 3<sup>rd</sup> Bar & Casino, 304 W. 3<sup>rd</sup> St.; Bernard Properties, LLC, d/b/a The Brewery, 200-204 Walnut St.; Flusswerks, LLC, d/b/a The Landing, 104 Capital St.; Upper Deck, Inc., d/b/a Upper Deck, 311-315 Broadway Ave.; VFW Post 791, 209 Cedar St.; Walnut Tavern, Inc., 100 W. 3<sup>rd</sup> St.; Yankton Bowl, Inc., 3010 Broadway Ave., & Suite 1; Dayhuff Enterprises, Inc., d/b/a Zebra Club & Cockatoo Bar, 106-112 E. 3<sup>rd</sup> St.

PACKAGE (OFF-SALE) LIQUOR

Cork 'N Bottle, Inc., d/b/a Cork 'N Bottle, 1500 Broadway Ave.; The Fox Stop, Inc., d/b/a The Fox Stop, 1316 W. 30<sup>th</sup> St.; Hy-Vee Food Stores, Inc., d/b/a Hy-Vee Wine & Spirits, 2100 N. Broadway Ave.; SHREE LLC, d/b/a JR's Oasis, 2404 E. SD Hwy 50; Annis Properties, Inc., d/b/a Patriot Express 02, 100 E. 4<sup>th</sup> St.; Annis Properties, Inc., d/b/a Prairie Pumper, 909 Broadway Ave.; ZACCON, Inc., d/b/a Roadrunner Convenience Mart, 300 W. 23<sup>rd</sup> St.; Theresa Wick d/b/a Sportsman's, 901 Broadway Ave.; Wal-Mart Stores, Inc., d/b/a Wal-Mart Store #1483, 3001 Broadway Ave.; Yankton Drug, Inc., d/b/a Yankton Drug Co., 109 W. 3<sup>rd</sup> St.; Dayhuff Enterprises, Inc., d/b/a Zebra Club & Cockatoo Bar, 106-112 E. 3<sup>rd</sup> St.

RETAIL (ON-OFF SALE) WINE

YC Library, LLC, d/b/a Capitol Street Pub, 401 Capitol St.; Charlies Pizza House, Inc., d/b/a Charlie's Pizza House, 804 Summit St.; Cheers Bar & Grill, LLC, d/b/a Cheers Bar & Grill, LLC, 310 Walnut St.; Czeckers, Inc., d/b/a Czeckers Inc., 407 Walnut St.; El Tapatio Family Mexican Restaurant, 2502 Fox Run Parkway; City of Yankton, d/b/a Fox Run Golf Course, 600 W. 27<sup>th</sup> St.; The Fox Stop, Inc., d/b/a The Fox Stop, 1316 W. 30<sup>th</sup> St.; SYMS, LLC, d/b/a Holiday Inn Express, PO Box 113; ADDAR INC. d/b/a Luigi's Italian Restaurant, 1208 Broadway Ave.; San Jose, Inc., d/b/a Mexico Viejo, 1809 Broadway Ave.; A'viands, LLC, d/b/a Mount Marty College, 1105 W. 21<sup>st</sup> St; TST, Inc., d/b/a Phinney's Pub & Casino, Yankton Mall; RB Beer & Burgers, LLC d/b/a RB Beer & Burgers, 2901 Broadway Ave. Suite C; Morgen, LLC, d/b/a South Point Gaming Lounge, 1101 Broadway Ave., Suite 109; Tokyo Japanese Cuisine of Ykt, Inc. d/b/a Tokyo Japanese Cuisine, 2007 Broadway Ave. Ste. J; Wal-Mart Stores, Inc., d/b/a Wal-Mart Store #1483, 3100 Broadway Ave.; Walgreen Co. d/b/a Walgreen #9806, 2020 Broadway Ave.; Willa B's LLC d/b/a Willa B's, 215 West 3<sup>rd</sup> St.

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

Motion adopted.

Action 17-329

Moved by Commissioner Knoff, seconded by Commissioner Gross, to approve payment of the 2017 Cold Applied Plastic Pavement Marking Installation Project in the amount of \$44,084.50 due to completion. (Memorandum 17-231)

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

Motion adopted.

Action 17-330

Moved by Commissioner Knoff, seconded by Commissioner Moser, to approve the Agreement with the SDDOT for the West City Limits Road railroad crossing replacement, and authorize the City Manager to sign all documentation as it relates to said project. (Memorandum 17-233)

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

Motion adopted.

Action 17-331

Moved by Commissioner Knoff, seconded by Commissioner Miner, to approve the Walnut Street from 2<sup>nd</sup> Street to 4<sup>th</sup> Street design, as presented at the October 23, 2017 City Commission Work Session. (Memorandum 17-234)

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

Motion adopted.

Action 17-332

Moved by Commissioner Knoff, seconded by Commissioner Johnson, to approve the completed reconstruction on West City Limits Road and payment to Masonry Components, Inc. in the amount of \$22,161.67. (Memorandum 17-245)

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

Motion adopted.

Action 17-333

Moved by Commissioner Miner, seconded by Commissioner Gross, to approve the completed reconstruction on 21<sup>st</sup> Street from Summit Street to the RR crossing and authorize payment to Masonry Components, Inc., in the amount of \$10,654.29. (Memorandum 17-249)

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

Motion adopted.

Action 17-334

Moved by Commissioner Johnson, seconded by Commissioner Gross, to approve the completed reconstruction on 25<sup>th</sup> Street from Douglas Avenue to Mulberry Street and authorize payment to Masonry Components, Inc. in the amount of \$3,455.50. (Memorandum 17-247)

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

Motion adopted.

Action 17-335

Moved by Commissioner Knoff, seconded by Commissioner Moser, to adopt Resolution 17-60. (Memorandum 17-241)

**RESOLUTION 17-60**

**Request for Special Events Parking Ordinance 933 to be in place during Yankton Holiday Festival of Lights**

**WHEREAS**, the City Commission adopted an Ordinance allowing for no parking designation for special events within the City of Yankton; and

**WHEREAS**, this Resolution would authorize the City of Yankton to tow vehicles that are parked in the defined are or areas and times specified for Special Events; and

**WHEREAS**, the Holiday Festival of Lights Committee has made a request to enact this no parking zone for their event on November 30, 2017.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the City of Yankton, South Dakota hereby approves the Special Event Parking Request on 3<sup>rd</sup> Street from Capitol to Cedar to be closed from 3:00 pm to 9:00 pm on November 30, 2017.

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

Action 17-336

Moved by Commissioner Johnson, seconded by Commissioner Miner, to adopt Resolution 17-61. (Memorandum 17-243)

**RESOLUTION 17-61**  
**Surplus Property**

**WHEREAS**, SDCL 6-13-1 requires a municipality owning personal property which is no longer necessary, useful or suitable for municipal purposes shall, by resolution, declare it surplus and may, by resolution, order the destruction of said personal property.

**NOW, THEREFORE, BE IT RESOLVED** that the following personal property be declared no longer necessary, useful or suitable for municipal purposes and said property shall be destroyed in accordance with SDCL 6-13-1, et sequential:

SURPLUS PROPERTY TO BE SOLD VIA SEALED BID AUCTION

2008 Chevrolet Silverado Pickup VIN 3GCEK13358G255861 with failed engine

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

Action 17-337

Moved by Commissioner Knoff, seconded by Commissioner Miner, to approve the Addendum to Collective Bargaining Agreement. (Memorandum 17-246)

**Roll Call:** Members voting “Aye:” Commissioners Gross, Knoff, Maibaum, Miner, Hoffner; voting “Nay:” None; Abstaining: Commissioners Johnson and Moser.

Motion adopted.

Action 17-338

Moved by Commissioner Knoff, seconded by Commissioner Gross, to adopt Resolution 17-62. Dale Hebda of Hebda Farms stated his opposition. (Memorandum 17-248)

**RESOLUTION 17-62**  
**A Resolution Supporting Agriculture**

**WHEREAS**, Agriculture is a vital component of the economy of Yankton County and the City of Yankton, and

**WHEREAS**, Production Agriculture adds value to our economic system, when done in a safe and sustainable way, which includes complying with all laws and regulations, as well as taking advantage of farming technology, and

**WHEREAS**, the economies of scale in farming operations necessitate larger animal operations, which add not only additional real estate tax revenues, but allow local farmers to grow and prosper, and

**WHEREAS**, large scale production can create opportunity and diversity for family farms, and create another resource through value-added agriculture, and

**WHEREAS**, encouraging development of large farming operations does not diminish the value and importance of small scale or organic farming, which are also a vital part of the agricultural industry, and

**NOW, THEREFORE BE IT RESOLVED** by the Board of City Commissioners of the City of Yankton, South Dakota, to support the development of safe and sustainable agriculture, both large and small, in Yankton County.

**Roll Call:** Members voting “Aye:” Commissioners Gross, Knoff, Maibaum, Moser, Johnson; voting “Nay:” Commissioner Hoffner; Abstaining: Commissioner Miner.  
Motion adopted.

Action 17-339

Moved by Commissioner Knoff, seconded by Commissioner Maibaum, to adjourn at 7:32 p.m.

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

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Jake Hoffner  
Mayor

ATTEST:

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Al Viereck  
Finance Officer



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## OFFICE OF THE CITY MANAGER

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

VOL. 52, NUMBER 22

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 27, 2017, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Human Resources Department Update

Nine applications were received for our part-time Library Circulation Assistant positions. We have three open positions to fill. The Library Director is reviewing the applications and will make selection for interviews.

Internal applications were received and interviews were conducted for the position of Communications Specialist. Kim Storgaard was promoted to this position effective November 11, 2017.

##### 2) Community Development Update

Staff continues to assist with facility improvement projects at the Center as time permits, recently painting the Center's library. Along with the painting, new carpet and base board were installed. The Center also purchased new furniture to complete the library renovation. The project was done by the Community and Economic Development maintenance staff with assistance from the Department of Corrections.

Building Official, Joe Morrow attended a Federal Emergency Management Agency (FEMA) continuing education seminar in Pierre. The seminar focused on the National Flood Insurance Program (NFIP) and flood response operations. FEMA requires staff from communities that participate in the NFIP to attend continuing education seminars to stay current with floodplain regulations.

##### 3) Public Works Department Update

While weather conditions permit, Public Works continues to address fall maintenance items such as asphalt street crack filling, street sweeping, repairing potholes and tending compost. Crews are also painting the historic light poles as the weather allows.

The City of Yankton would like to remind residents that wrapping paper, holiday cards, styrofoam, 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.

The Engineering Department has shifted its focus from construction and inspection to design and map updates. We hope to have plans for the West City Limits Road and Walnut Street projects ready for review by Christmas.

We continue to work with Design and Develop Engineering and Nielson Construction to finalize the plans for the next residential phase of Westbrook Estates. They are making the changes requested, by B-Y Water, and should have a construction set completed, in the near future.

Stockwell Engineering has made great progress on the 8<sup>th</sup> Street design, from Summit Street to Linn Street. We anticipate an early 2018 bid for this project. The last we talked, there had not been an estimated cost provided by Northwestern Energy to move the electrical underground. Stockwell Engineers was going to make contact with them.

#### **4) Library Update**

We will be closing early at 5:00 pm on Wednesday, November 22 and will remain closed November 23 & 24 for the Thanksgiving holiday. We will reopen at 9:00 a.m. on Saturday, November 25.

At our last meeting, the Library Board voted to renew the Provision for Library Services with the County. I will be presenting it to the County Commission on November 21, after which it will come before the City Commission. Also at the meeting, the Library Board voted to stop charging fines on overdue books, a progressive move that's becoming more frequent within the library community! This will go into place as soon as we can rework our current procedures.

#### **5) Finance Department Update**

As a reminder, utility bills were mailed out on November 17 along with the notice of rate increase that took effect November 1. Notices of the utility rate change, recycling calendar postcard, and garbage and recycling collection during a snow event notice were included with the utility bills.

Please see the enclosed Monthly Finance Report for October and the October Revenues and Expenditures Report.

#### **6) Police Department Update**

Coffee with a Cop is scheduled for November 22<sup>nd</sup> at Calvary Baptist Church. The church is still working out a time for the event.

K-9 Reno is back to full duty. Reno was injured during a training session in which his eye was scratched by a tree branch.

Webster DARE graduation is November 28 at 2:15 pm. Beadle DARE graduation is November 30 at 1:00 pm. Stewart DARE graduation is December 4 at 11:00 am. If you are interested in attending a DARE Graduation, please contact the City Manager's office.

#### **7) Environmental Services Department Update**

John T Jones Company continues work on the water plant. The base slab and the lower level south wall are complete. Work continues on the lower level walls and pillars. Slowey construction will be back onsite in the next several weeks to work on the waterlines west of the old bridge. This will include a closure of the parking lot west of the bridge for a couple days.

The contractor completed the annual biosolids application. The contractor incorporated 1.4 million gallons of biosolids. The product is applied per the South Dakota Department of Environment and Natural Resources approved management plan.

Distribution staff continue to work on hydrants that did not pass the annual inspection during hydrant flushing. Staff will repair and overhaul any hydrants that did not work properly to increase reliability. Distribution staff is also exercising valves throughout the system.

The wastewater plant has been working on overhauling one of the three sludge boilers. The sludge boilers are used to heat the sludge to maintain an optimal temperature for bacteria growth for sludge reduction.

**8) Parks and Recreation Department Update**

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

**9) Fire Department Update**

The Fire Department will be doing some training at 101 Broadway. They do have permission from the property owner to do so. There are some concerns on social media about the building having some historical significance. We understand that due to the condition of the building that the property owner intends to have the building demolished in the future.

The Fire Department volunteers have completed a “Santa House” for Santa to utilize as part of the Holiday Lights Parade. The Santa House will provide a location for kids to sit on Santa’s lap and will also serve as a “crowd control” mechanism for those anxious to see if they were naughty or nice.

**10) Information Services Update**

On the City’s website, we have included a new page that showcases the proposed Walnut Street Design. Along with some general information outlining the process and features of the design, there are interactive sliders that allow a user to compare the current viewscape with the proposed design and a slideshow of the proposed design amenities. This new page may be accessed through this link: [www.cityofyankton.org/grow-the-community/walnut-street-design](http://www.cityofyankton.org/grow-the-community/walnut-street-design)

**11) Monthly reports**

Fox Run Golf Course, Salary and Joint Powers Solid Waste monthly reports are included for your review.

Have an enjoyable weekend and do not hesitate to contact us if you have any questions about these or other issues. If you will not be able to attend the Commission meeting on Monday, please inform my office.

Sincerely,

Amy Nelson  
City Manager

## FINANCE MONTHLY REPORT

Activity	OCT 2017	OCT 2016	OCT 2017 YTD	OCT 2016 YTD
<b>UTILITY BILLING:</b>				
<b>Water</b>				
Water Sold (in gallons per 1,000)	63,052	63,440	645,946	640,532
Water Billed	\$505,621.44	\$473,614.08	\$5,112,287.55	\$4,745,775.64
Basic Water Fee/Rate per 1000 gal.	\$18.81/\$5.39	\$15.91/\$5.23		
Number of Accounts Billed	5,528	5,469	53,537	53,039
Number of Bills Mailed	5,528	5,469	53,537	53,039
Total Meters Read	5,660	5,593	56,375	55,741
Meter Changes/pulled	4	4	30	35
Total Days Meter Reading	1	1	10	10
Misreads found prior to billing	-	-	-	1
Customers requesting Rereads	-	-	2	1
<b>Sewer</b>				
Sewer Billed	\$317,017.78	\$293,589.62	\$3,033,310.51	\$2,864,091.17
Basic Sewer Fee/Rate per 1000 gal.	\$9.23/\$5.59	\$8.79/\$5.32		
<b>Solid Waste</b>				
Solid Waste Billed	\$96,243.36	\$81,104.32	\$956,578.46	\$805,377.65
Basic Solid Waste Fee	\$20.18	\$17.13		
<b>Total Utility Billing:</b>	<b>\$918,882.58</b>	<b>\$848,308.02</b>	<b>\$9,102,176.52</b>	<b>\$8,415,244.46</b>
Adjustment Total:	(\$434.95)	(\$162.22)	(\$6,132.70)	(\$9,922.09)
Misread Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Other Adjustments	(\$264.95)	(\$2.22)	(\$4,722.70)	(\$7,852.09)
Penalty Adjustments OFF	(\$190.00)	(\$170.00)	(\$1,480.00)	(\$2,140.00)
Penalty Adjustments ON	\$20.00	\$10.00	\$70.00	\$70.00
New Accounts/Connects	62	57	861	820
Accounts Finaled/Disconnects	138	161	696	686
New Accounts Set up	2	1	56	39
Delinquent Notices	410	435	3,759	3,931
Doorknockers	128	124	1,330	1,378
Delinquent Call List	84	94	822	970
Notice of Termination Letters	15	10	943	115
Shut-off for Non-payment	6	7	60	65
Delinquent Notice Penalties	\$4,100.00	\$4,350.00	\$37,590.00	\$39,310.00
Doorknocker Penalties	\$1,280.00	\$1,240.00	\$13,300.00	\$13,780.00
<b>Other Office Functions:</b>				
Interest Income	\$32,140.09	\$14,976.99	\$292,677.52	\$141,108.06
Interest Rate-Checking Account	1.49%	0.78%		
Interest Rate-CDs	N/A	N/A		
# of Monthly Vendor Checks	145	158		
Payments Issued to Vendors	\$ 2,643,037.68	\$ 1,864,892.50	\$ 21,630,632.68	\$ 20,260,732.46
# of Employees on Payroll	218	216		
Monthly Payroll	\$ 398,430.69	\$ 395,460.95	\$ 4,482,372.92	\$ 4,364,656.06

	01Oct2017 31Oct2017	01Oct2016 31Oct2016	YTD 2017	YTD 2016
101 General Fund				
Revenues	1,105,197.17	441,838.61	8,658,766.80	8,244,843.93
Expenditures	613,068.51	582,975.47	7,049,245.79	6,927,506.92
201 Parks				
Revenues	10,270.54	2,659.90	74,349.90	17,478.02
Expenditures	89,478.99	95,890.99	1,075,742.65	1,036,063.71
202 Memorial Pool				
Revenues	26,664.49	35.99	59,903.07	54,037.55
Expenditures	21,782.42	7,071.85	183,819.18	172,222.38
203 Summit Activity Center				
Revenues	16,220.82	38,150.86	371,936.69	378,561.46
Expenditures	37,972.14	33,884.41	579,876.55	539,899.81
204 Marne Creek				
Revenues	121.15	55.30	817.65	576.80
Expenditures	5,545.27	5,211.76	114,735.21	81,721.56
205 Casualty Reserve				
Revenues	81.95	38.40	585.60	310.48
Expenditures	3,000.00		3,000.00	
207 Bridge and Street				
Revenues	43.82	26.30	11,006.63	11,109.09
Expenditures		1,155.00	61,280.54	101,570.00
211 Lodging Sales Tax				
Revenues	110,505.52	13,326.90	504,821.14	439,929.72
Expenditures	500.00		424,646.98	362,619.61
241 Infrastructure Improvement				
Revenue	478.54	11,401.48	103,118.20	36,189.62
Expenditures				
501-504 Improvements/Capital				
Revenues		35,322.94	7,531.53	512,094.88
Expenditures		293,149.66	83,996.02	2,167,232.68
506 Special Capital Improvements				
Revenues	620,551.84	85,719.21	3,073,765.22	3,170,437.30
Expenditures	350,543.09	53,706.87	1,736,709.99	814,827.95
509 TID #2 Morgan Square				
Revenues			25,196.59	27,347.19
Expenditures			25,196.59	27,347.19
510 TID #5 Menards				
Revenues			79,435.96	103,042.43
Expenditures				
511 TID #6 Westbrook Estates				
Revenues	190.02		20,637.63	
Expenditures				
601-604 Water				
Revenues	528,168.96	488,412.57	6,569,477.32	10,677,327.89
Expenditures	1,737,938.26	914,400.85	8,466,204.54	6,518,484.04
611 Wastewater				
Revenues	317,764.77	1,009,179.80	3,679,620.19	3,988,914.61
Expenditures	160,356.49	235,848.74	4,200,073.47	3,213,470.36
621 Cemetery				
Revenues	1,486.50	814.91	30,555.13	22,990.48
Expenditures	6,522.29	8,076.57	77,589.50	126,961.01

CITY OF YANKTON  
Revenues and Expenditures

	01Oct2017 31Oct2017	01Oct2016 31Oct2016	YTD 2017	YTD 2016
631 Solid Waste Collection				
Revenues	91,603.25	79,627.05	919,076.82	795,975.98
Expenditures	59,875.54	47,871.88	1,500,061.54	903,242.49
637 Joint Powers Landfill				
Revenues	110,600.71	102,546.15	1,473,673.03	1,030,860.81
Expenditures	102,928.88	128,181.28	1,079,699.05	1,578,483.18
641 Fox Run Golf Course				
Revenues	89,487.48	26,233.78	741,060.66	662,566.97
Expenditures	125,014.29	52,245.25	855,725.63	833,827.20

Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

1st - half of November information:

Fitness Classes-	
Early Bird Boot Camp class	42 participants
Power Abs	80 participants
Prime Time Senior class	67 participants
Tabata class	78 participants
Water aerobics	123 participants
Work-Out Express class	125 participants
Yoga classes	no classes
Zumba class	27 participants

Rentals-	
o Birthday rentals-	3 parties
o SAC courts-	2 hours
o Theater-	26 hours
o Meeting rooms-	1 hours
o City Hall courts-	10 hours
o Capital Building-	2 dates
o Riverside shelters-	0 rentals
o Memorial shelters-	0 rentals
o Westside shelter-	0 rentals
o Rotary outdoor classroom-	0 rentals
o Sertoma shelter-	0 rentals
o Tripp shelter-	0 rentals
o Meridian Bridge	0 rental

SAC members-	2,063 people
SAC memberships-	933
SAC attendance-	3,178 visits
New members-	48 people

The Summit Activities Center no longer has a Yoga instructor on staff. The City will continue to search for a Yoga instructor to add to our part-time staff, but until that time, the SAC will not be able to offer Yoga classes.

Friday, November 3- Adult Men's Basketball League Registration concluded. 14 teams (12 in 2016).

Friday, November 10- No School Special. Participants- 35 paid. Members free.

Saturday, November 11- SAC Pool Closed as the facility hosted a Yankton Swim Team swim meet.

Todd will be officiating the Battle of the Badges on Sunday, December 3.

Brittany LaCroix has been meeting with Mollie Grey, part-time downtown coordinator, in regards to Downtown Events for the fall and winter 2017 seasons.

Todd has been attending the Dive in Yankton meetings to stay informed of the process for gathering public input on Memorial Pool.

Todd will attend a meeting with Onward Yankton and the Meridian District board on December 7 to continue planning for downtown improvement ideas which came from the Design South Dakota process.

Todd and Brittany L. will be on the Local Organizing Committee for the 2018 Indoor Archery World Championships. Brittany L. will be in charge of volunteers for the nine day event.

## **PARKS**

Four benches are being placed along the Auld-Brokaw Trail and the Paddlewheel Point Trail. One will be located halfway down the concrete path at Paddlewheel Point as there is a bench at the circular turn around at the far end of the concrete path. A second bench will be placed just to the east of the new collector well at Paddlewheel Point. A third bench will be placed on the east end of Paddlewheel Point along the path before it gets to the stand of trees when traveling on the path. The fourth bench will be placed along the Auld-Brokaw Trail north of 15<sup>th</sup> Street.

The three spinner amenities which were purchased by the Keep His Smile Alive Foundation are being installed at the Ridgeway Park play area this fall.

The parks staff have installed chain-link fence along the sides of the south softball field in Memorial Park. This chain-link fence connects up with the backstop. Yellow tubing has been placed on the top of the chain link fence. There were concerns with safety in regards to the tee-ball players and the orange safety fence that was installed and taken down each summer season.

The parks staff have placed the holiday snowflakes, holiday banners, and the garland with bows in the downtown area and along Broadway.

Amy and Todd are working with the Rotary Club to determine if a renovation of the Rotary Park Outdoor Classroom Shelter can be scheduled and be funded by the Rotary Club. The roof allows water through its seams and therefore the trusses and rafters are rotting. The roof and rafters would all be removed and replaced with new materials.

The Yankton Ice Association has worked to remove the top sod and dirt at the outdoor ice arena in Sertoma Park. This winter, they plan to place down a liner in the arena to help with flooding and having a system in place that won't allow the water to soak down into the dirt.

## **TRAIL**

The landscape wall by Walnut Village housing along the Auld-Brokaw trail collapsed during the rainy period this fall. A contractor will be hired to re-install the wall and make some improvements to the subsurface behind the wall and also add appropriate drain tubes to help make sure this type of collapse does not happen in the future. The wall was installed as a part of the A-B trail project in approximately 2010.

## **FOX RUN GOLF COURSE**

The golf simulator is up and in operation at the clubhouse. Winter simulator leagues will begin in December.

A proposal for the 2018 golf rates adjustment will be before the commission on December 11.

**Publishing Dates: November 30 and December 7, 2017**

### **NOTICE TO BIDDERS**

Sealed bids for the lease of 35 golf cars will be received by the City Commission of the City of Yankton, SD, at 416 Walnut Street, Yankton, SD, at the office of the City Finance Officer of said City until 3:00 p.m. or shall be hand delivered to the place of opening at 3:00 p.m. on the 21<sup>st</sup> day of December, 2017, at which time they will be publicly opened and read at the Second Floor Meeting Room of City Hall, Yankton, SD. Disposition of said bid will be held on the 8<sup>th</sup> day of January, 2018, at 7:00 p.m. in the City of Yankton Community Meeting Room located in the Technical Education Center at 1200 West 21<sup>st</sup> Street, Yankton, SD.

Bids will be received on the following:

### **GOLF CAR USE PROGRAM**

Copies of the Specifications and bidding forms can be obtained at the office of the Department of Parks and Recreation, 1801 Summit Street, Yankton, SD 57078 or by telephoning (605) 668-5231.

The City of Yankton, SD, reserves the right to reject any or all bids and to waive any informalities therein to determine which is the best and most advantageous bid to the City.

Thomas Jeffers  
Fox Run Golf Operations Manager/  
PGA Golf Professional  
City of Yankton, SD

Dated: November 14, 2017

**-THE CITY OF YANKTON AN EQUAL OPPORTUNITY EMPLOYER-**

11/15/17

Fox Run Golf Course  
Statement of Revenues & Expenses

	01Oct2017 31Oct2017	01Oct2016 31Oct2016	01Jan2017 31Oct2017	01Jan2016 31Oct2016	Legal Budget
Direct Revenues:					
Concessions	8,601.63	6,051.02	151,114.81	135,462.29	155,880.00
Pro Shop	10,388.74	9,749.53	76,704.66	74,149.73	57,800.00
Course	12,287.86	9,244.74	455,034.57	451,791.65	469,500.00
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Total Direct Revenues	31,278.23	25,045.29	682,854.04	661,403.67	683,180.00
Direct Expenses:					
Concessions	6,533.58	5,495.82	64,380.70	56,312.74	68,600.00
Pro Shop	7,835.88	2,318.37	70,561.58	78,252.48	38,000.00
Course	61,000.66		99,484.57	35,631.81	37,300.00
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Total Direct Expenses	75,370.12	7,814.19	234,426.85	170,197.03	143,900.00
Add Beginning Inventory					
Less Ending Inventory					
Net Direct Income (Loss)					
Indirect Revenues -	58,209.25	1,188.49	58,206.62	1,163.30	600.00
Indirect Expenses:					
Personal Services	25,344.67	29,004.62	324,448.90	343,558.54	458,507.00
Insurance		88.79	6,359.40	6,160.36	6,405.00
Professional Services	1,672.42	1,456.71	21,180.35	16,213.17	22,400.00
Advertising	28.65		6,578.60	11,566.20	8,500.00
Repair & Maintenance	4,025.29	4,896.19	39,114.65	42,991.65	52,500.00
Supplies & Materials	10,701.24	842.71	59,948.33	53,237.06	60,250.00
Travel, Conference & Dues		41.90	1,370.56	2,557.70	3,650.00
Utilities	3,653.12	3,881.36	28,801.41	25,463.66	35,900.00
Billing and Administration				67,340.00	
Depreciation	4,218.78	4,218.78	42,187.80	47,647.26	55,745.00
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Total Indirect Expenses	49,644.17	44,431.06	529,990.00	616,735.60	703,857.00
Net Operating Income	(35,526.81)	(26,011.47)	(23,356.19)	(124,365.66)	(163,977.00)
	=====	=====	=====	=====	=====
Capital Outlay			91,308.78	46,894.57	77,000.00
	=====	=====	=====	=====	=====

11/15/17

Fox Run Golf Course  
Statement of Revenues

1

	01Oct2017 31Oct2017	01Oct2016 31Oct2016	01Jan2017 31Oct2017	01Jan2016 31Oct2016	Legal Budget
<b>Concessions</b>					
CASH Long	79.16	55.46	1,175.56	992.29	1,000.00
PREPARED FOOD	2,455.92	1,371.03	40,021.01	31,046.21	34,180.00
PRE-PACKAGED FOOD	342.50	390.25	6,507.85	7,924.44	10,700.00
BEER	4,711.28	2,979.62	85,973.78	74,089.16	85,000.00
BOTTLED POP	1,012.77	1,254.66	17,436.61	21,410.19	25,000.00
MISCELLANEOUS CONCESSIONS					
<b>Total Concessions</b>	<b>8,601.63</b>	<b>6,051.02</b>	<b>151,114.81</b>	<b>135,462.29</b>	<b>155,880.00</b>
<b>Pro Shop</b>					
GOLF BALLS	965.10	1,247.15	13,785.87	14,901.77	14,000.00
GLOVES	629.23	563.70	4,918.94	5,307.82	2,000.00
GOLF CAPS/VISORS	412.21	593.78	4,239.62	5,890.46	1,800.00
MERCHANDISE	3,928.98	1,733.03	21,330.83	12,932.91	12,500.00
MERCHANDISE NON-TAX				156.62	500.00
GOLF EQUIPMENT	3,891.60	5,200.41	24,036.83	26,709.63	12,500.00
MISCELLANEOUS MERCHANDISE				94.34	
CLUB REPAIRS	561.62	411.46	6,636.56	7,836.57	11,000.00
LESSONS			1,756.01	319.61	3,500.00
<b>Total Pro Shop</b>	<b>10,388.74</b>	<b>9,749.53</b>	<b>76,704.66</b>	<b>74,149.73</b>	<b>57,800.00</b>
<b>Course</b>					
SIMULATOR			4,758.11	5,048.50	6,000.00
SIMULATOR NON-TAXABLE	(221.81)		278.19	500.00	1,200.00
SEASON PASS			169,226.38	168,041.21	164,000.00
SEASON PASS NON-TAX			3,616.21	3,446.69	3,500.00
GREEN FEES-WEEKENDS/HOLIDAYS	3,860.69	2,122.60	57,744.35	50,495.12	45,000.00
GRREN FEES NON-TAX	1,087.65		4,782.13	6,140.20	6,500.00
GREEN FEES - WEEKDAYS	2,275.69	3,330.52	56,093.27	61,410.99	80,000.00
GOLF CAR RENTAL	4,623.64	3,395.74	81,603.84	70,143.76	65,000.00
GOLF CAR STORAGE (NON-TAX)			20,685.79	23,840.95	21,600.00
TRAIL FEES		32.73	23,761.57	27,747.86	29,000.00
PULL CART RENTAL	52.36	56.10	504.90	422.62	300.00
GOLF CLUB RENTAL		15.54		881.36	800.00
DRIVING RANGE	413.64	291.51	16,174.82	16,447.09	18,000.00
DRIVING RANGE NON-TAX	196.00		1,139.53	1,239.66	800.00
HANDICAPING			8,308.90	7,973.43	8,500.00
LEAGUES					
JUNIOR GOLF PROGRAM			4,452.58	3,794.00	4,000.00
GOLF CART WRAPS			1,900.00	3,694.61	15,300.00
LEAGUE SOFTWARE ADS			4.00		
<b>Total Course</b>	<b>12,287.86</b>	<b>9,244.74</b>	<b>455,034.57</b>	<b>451,791.65</b>	<b>469,500.00</b>
<b>Total Direct Revenues</b>	<b>31,278.23</b>	<b>25,045.29</b>	<b>682,854.04</b>	<b>661,403.67</b>	<b>683,180.00</b>

11/15/17

Fox Run Golf Course  
Statement of Expenditures

1

	01Oct2017 31Oct2017	01Oct2016 31Oct2016	01Jan2017 31Oct2017	01Jan2016 31Oct2016	Legal Budget
<b>Concessions</b>					
CASH SHORT	13.26	81.15	777.70	1,983.36	2,500.00
PREPARED FOODS	2,890.72	2,185.75	26,147.31	16,550.85	26,000.00
CANDY	317.10	335.70	2,102.50	2,929.90	4,000.00
BEER	2,499.65	2,150.92	28,800.00	25,715.17	27,000.00
POP	812.85	742.30	6,553.19	7,715.29	9,000.00
	-----	-----	-----	-----	-----
Total Concessions	6,533.58	5,495.82	64,380.70	56,312.74	68,600.00
<b>Pro Shop</b>					
GOLF BALLS			6,466.38	33,149.88	10,000.00
GLOVES	758.58		3,996.26	3,056.45	1,000.00
GOLF CAPS/VISORS			1,639.88	2,800.01	1,000.00
MERCHANDISE	2,542.13	755.39	28,323.75	13,304.86	10,000.00
GOLF EQUIPMENT	1,321.00	757.74	24,059.20	19,533.29	10,000.00
TRADE IN GOLF EQUIPMENT					
CLUB REPAIRS	3,214.17	805.24	6,076.11	6,358.50	6,000.00
	-----	-----	-----	-----	-----
Total Pro Shop	7,835.88	2,318.37	70,561.58	78,252.48	38,000.00
<b>Course</b>					
GOLF CAR RENTAL	58,775.16		84,760.97	25,305.81	26,000.00
REIMBURSEMENT-GOLF SHED RENTAL				430.00	
PULL CART RENTAL					
DRIVING RANGE			4,109.00	3,276.00	2,500.00
HANDICAPING	462.00		7,810.00	6,620.00	7,800.00
JUNIOR GOLF PROGRAM	1,377.00		2,418.10		1,000.00
GOLF CART WRAPS					
LEAGUE SOFTWARE ADS					
	-----	-----	-----	-----	-----
Total Course	61,000.66		99,484.57	35,631.81	37,300.00
Total Direct Expenditures	75,370.12	7,814.19	234,426.85	170,197.03	143,900.00
	=====	=====	=====	=====	=====

November 2017  
Salary Recap

DEPARTMENT NAMES	\$
ADMINISTRATION	38,176.40
FINANCE	36,472.33
COMMUNITY DEVELOPMENT	21,134.11
POLICE/A.C./DISPATCH	156,031.77
FIRE	13,192.08
ENGINEERING / SR. CITIZENS	40,092.90
STREETS	43,940.30
SNOW & ICE	1,291.40
TRAFFIC CONTROL	3,409.12
LIBRARY	28,496.72
PARKS / SAC	62,077.84
MEMORIAL POOL	-
MARNE CREEK	3,648.47
WATER	38,181.05
WASTEWATER	39,237.90
CEMETARY	3,562.63
SOLID WASTE	20,220.05
	17,793.13
LANDFILL / RECYCLE	17,793.13
GOLF COURSE	17,169.79
CENTRAL GARAGE	7,093.94
	609,015.06

NEW HIRES	Personnel Changes & New Hires	
Bailey Matthews	\$16.15 hr.	Dispatch
Brooke Goeden	\$16.78 hr.	Community Development
Samantha Altwine	\$9.65 hr.	Recreation Div
Jessica Cameron	\$17.39 hr.	Finance
Amanda Stucky	\$17.39 hr.	Finance
Hannah Williams	\$9.85 hr.	Recreation Div
Lindsey Jaixen	\$20.00 hr.	Recreation Div
Corey Roach	\$9.50 hr.	Recreation Div
Austin Wagner	\$9.50 hr.	Recreation Div
Emma Haberman	\$9.65 hr.	Recreation Div
Steven Smith	\$8.55 hr.	Recreation Div
Samuel Stewart	\$11.50 hr.	Streets Dept

WAGE CHANGE		
Dawn Bergeson	\$10.25 hr.	Recreation Div
Collin Bertram	\$10.00 hr.	Recreation Div
Karie Forman	\$12.50 hr.	Recreation Div
Brianna Geigle	\$10.25 hr.	Recreation Div
Courtney Gould	\$9.65 hr.	Recreation Div
Tyler Hudson	\$13.55 hr.	Recreation Div
Reid Hunhoff	\$10.25 hr.	Recreation Div
Ryan Moderegger	\$9.75 hr.	Recreation Div
Robert Noble	\$10.25 hr.	Recreation Div
Tanner Noble	\$9.75 hr.	Recreation Div
Andrew Peitz	\$10.85 hr.	Recreation Div
Roy Reichle	\$12.50 hr.	Recreation Div
Kylie Roth	\$9.50 hr.	Recreation Div
Patty Schieffer	\$11.50 hr.	Recreation Div
Kelsey Sutera	\$10.50 hr.	Recreation Div
Amber Thompson	\$10.10 hr.	Recreation Div
Lisa Utech	\$17.61 hr.	Finance
Maggie Wallis	\$11.75 hr.	Recreation Div

Joint Powers Solid Waste Authority  
Financial Report Thru October 31, 2017

Description	Yankton Transfer	Vermillion Landfill	Total Joint	10 Month Budget	Legal 2017 Budget
<b>Joint Power Transfer/Landfill</b>					
<i>Total Revenue</i>	\$946,446.41	\$768,825.16	\$1,715,271.57	\$1,549,187.50	\$1,859,025.00
<i>Expenses:</i>					
Personal Services	241,280.88	268,471.62	509,752.50	531,115.83	637,339.00
Operating Expenses	169,081.27	339,575.93	508,657.20	629,347.50	755,217.00
Depreciation (est)	112,841.90	226,109.80	338,951.70	351,450.83	421,741.00
Trench Depletion	0.00	126,558.07	126,558.07	131,041.67	157,250.00
Closure/Postclosure Resrv	0.00	7,377.70	7,377.70	7,125.00	8,550.00
Amortization of Permit	0.00	966.48	966.48	933.33	1,120.00
<i>Total Operating Expenses</i>	523,204.05	969,059.60	1,492,263.65	1,651,014.17	1,981,217.00
<i>Non Operating Expense-Interest</i>	0.00	35,670.65	35,670.65	94,333.33	113,200.00
<i>Landfill Operating Income</i>	423,242.36	(235,905.09)	187,337.27	(196,160.00)	(235,392.00)
<b>Joint Recycling Center</b>					
<i>Total Revenue</i>	85,341.38	152,382.79	237,724.17	190,895.83	229,075.00
<i>Expenses:</i>					
Personal Services	7,272.55	157,195.64	164,468.19	176,941.67	212,330.00
Operating Expenses	6,024.98	52,324.66	58,349.64	99,697.50	119,637.00
Depreciation (est)	33,534.00	31,783.80	65,317.80	65,708.33	78,850.00
<i>Total Operating Expenses</i>	46,831.53	241,304.10	288,135.63	342,347.50	410,817.00
<i>Non Operating Expense-Interest</i>	12,661.49	0.00	12,661.49	0.00	0.00
<i>Recycling Operating Income</i>	25,848.36	(88,921.31)	(63,072.95)	(151,451.67)	(181,742.00)
<i>Total Operating Income</i>	\$449,090.72	(\$324,826.40)	\$124,264.32	(\$347,611.67)	(\$417,134.00)
<b>Tonage in Trench:</b>	<b>10/31/2016</b>	<b>10/31/2017</b>			
Asbestos	114.88	43.03	43.03	37.50	45.00
Centerville	228.59	202.22	202.22	220.83	265.00
Beresford	1,097.20	1,125.14	1,125.14	520.83	625.00
Clay County Garbage	11,010.60	11,748.63	11,748.63	11,000.00	13,200.00
Elk Point	871.35	878.21	878.21	850.00	1,020.00
Yankton County Garbage	19,300.60	19,537.86	19,537.86	18,166.67	21,800.00
<i>Total Tonage in Trench</i>	32,623.22	33,535.09	33,535.09	30,795.83	36,955.00
Operating Cost per ton			\$44.50	\$56.67	\$56.67

This report is based on the following:

Revenue accrual thru October 31, 2017

Expenses cash thru October 31, 2017 with November's Bills

Joint Powers Solid Waste Authority  
Financial Report Thru October 31, 2017

Description	Yankton Transfer	Vermillion Landfill	Total Joint	10 Month Budget	Legal 2017 Budget
<b>Source of Funds</b>					
<i>Beginning Balance</i>	\$392,927.00	\$587,584.00	\$980,511.00	\$980,511.00	\$980,511.00
<i>Operating Revenue:</i>					
Net Income	449,090.72	(324,826.40)	124,264.32	(347,611.67)	(417,134.00)
Depreciation	146,375.90	257,893.60	404,269.50	417,159.17	500,591.00
Trench Depletion	0.00	126,558.07	126,558.07	131,041.67	157,250.00
Amortization of Permit	0.00	966.48	966.48	933.33	1,120.00
<i>Non Operating Revenue:</i>					
Grant	1,928.54	143,389.50	145,318.04	0.00	0.00
Loan Proceeds	436,198.58	150,000.00	586,198.58	0.00	0.00
Contributed Capital	0.00	2,940.00	2,940.00	6,666.67	8,000.00
Sale Proceeds	0.00	0.00	0.00	0.00	0.00
Comp. for Loss & Damage	125.00	64,022.00	64,147.00	0.00	0.00
Fire Related Expenses	0.00	0.00	0.00	0.00	0.00
Interest	3,633.12	6,015.08	9,648.20	3,750.00	4,500.00
<i>Cash Flow Transfer:</i>					
Joint Power Transfer/Landfill	(463,032.04)	463,032.04	0.00	24,700.00	29,640.00
Joint Recycling Center	(21,676.69)	21,676.69	0.00	0.00	0.00
<i>Total Funds Available</i>	<u>945,570.13</u>	<u>1,499,251.06</u>	<u>2,444,821.19</u>	<u>1,217,150.17</u>	<u>1,264,478.00</u>
<b>Application of Funds Available</b>					
<i>Joint Power Transfer/Landfill</i>					
Equipment	66,336.96	477,965.00	544,301.96	539,166.67	647,000.00
Trench	0.00	0.00	0.00	0.00	0.00
Closure/Postclosure Cash Res.	0.00	7,377.70	7,377.70	7,125.00	8,550.00
<i>Joint Recycling Center</i>					
Equipment	4,821.36	0.00	4,821.36	71,250.00	85,500.00
<i>Payment Principal</i>	38,253.66	76,145.80	114,399.46	142,219.17	170,663.00
<i>Appropriation to Reserve</i>	0.00	0.00	0.00	0.00	0.00
<i>Total Applied</i>	<u>109,411.98</u>	<u>561,488.50</u>	<u>670,900.48</u>	<u>759,760.83</u>	<u>911,713.00</u>
<i>Ending Balance</i>	<u>\$836,158.15</u>	<u>\$937,762.56</u>	<u>\$1,773,920.71</u>	<u>\$457,389.33</u>	<u>\$352,765.00</u>

<b>Joint Power Transfer/Landfill Description</b>	<b>Yankton Transfer</b>	<b>Vermillion Landfill</b>	<b>Total Joint</b>	<b>10 Month Budget</b>	<b>Legal 2017 Budget</b>
<i>Revenue: (accrual)</i>					
Asbestos	\$0.00	\$2,796.71	\$2,796.71	\$5,416.67	\$6,500.00
Elk Point	0.00	40,836.99	40,836.99	42,500.00	\$51,000.00
Centerville	0.00	9,403.41	9,403.41	12,500.00	15,000.00
Beresford	0.00	52,320.87	52,320.87	54,250.00	65,100.00
Clay County Garbage	0.00	575,445.28	575,445.28	562,500.00	675,000.00
Compost-Yd Waste-Wood	0.00	4,895.75	4,895.75	2,083.33	2,500.00
Contaminated Soil	0.00	57,856.57	57,856.57	1,250.00	1,500.00
White Goods	0.00	6,727.53	6,727.53	3,750.00	4,500.00
Tires	0.00	3,942.66	3,942.66	1,250.00	1,500.00
Electronics	0.00	4,017.01	4,017.01	833.33	1,000.00
Other Revenue	3,580.19	52,444.98	56,025.17	4,250.00	5,100.00
Less Recycling Tipping Fee	(57,567.18)	(41,862.60)	(99,429.78)	(99,729.17)	(119,675.00)
Cash long	159.43	0.00	159.43	0.00	0.00
Yard Waste	0.00	0.00	0.00	0.00	0.00
Rubble	34,687.76	0.00	34,687.76	43,333.33	52,000.00
Transfer Fees	961,822.57	0.00	961,822.57	915,000.00	1,098,000.00
Other Operational - Solid Waste	3,763.64	0.00	3,763.64	0.00	0.00
<b>Total Revenue</b>	<b>946,446.41</b>	<b>768,825.16</b>	<b>1,715,271.57</b>	<b>1,549,187.50</b>	<b>1,859,025.00</b>
<i>Expenses: (cash)</i>					
Personal Services	241,280.88	268,471.62	509,752.50	531,115.83	637,339.00
Insurance	16,537.63	5,067.16	21,604.79	22,543.33	27,052.00
Professional Service/Fees	9,994.19	101,095.11	111,089.30	55,833.33	67,000.00
Non Professional Fees	0.00	0.00	0.00	0.00	0.00
Processing- Reduction	0.00	0.00	0.00	0.00	0.00
State Fees	0.00	33,535.09	33,535.09	32,437.50	38,925.00
Professional - Legal/Audit	2,142.30	0.00	2,142.30	1,041.67	1,250.00
Publishing & Advertising	630.85	1,264.37	1,895.22	1,083.33	1,300.00
Rental	0.00	0.00	0.00	416.67	500.00
Hauling fee	0.00	0.00	0.00	0.00	0.00
Equipment repair	4,610.80	43,056.42	47,667.22	46,666.67	56,000.00
Motor vehicle repair	32.40	590.47	622.87	19,166.67	23,000.00
Vehicle fuel & maintenance	94,601.83	30,771.97	125,373.80	195,000.00	234,000.00
Equip, Mat'l & Labor	19,579.79	0.00	19,579.79	10,000.00	12,000.00
Building repair	592.01	6,509.02	7,101.03	20,416.67	24,500.00
Facility repair & maintenance	0.00	20,779.09	20,779.09	29,166.67	35,000.00
Postage	451.09	43.27	494.36	625.00	750.00
Office supplies	1,661.22	1,307.50	2,968.72	2,666.67	3,200.00
Copy supplies	159.53	7.07	166.60	250.00	300.00
Uniforms	126.06	3,395.30	3,521.36	3,916.67	4,700.00
Small Tools & Hardware	17.76	0.00	17.76	208.33	250.00
Travel & Training	0.00	3,125.07	3,125.07	3,750.00	4,500.00
Operating supply	2,034.10	67,312.08	69,346.18	127,166.67	152,600.00
Electricity	6,992.14	14,943.70	21,935.84	23,500.00	28,200.00
Heating Fuel - Gas	5,661.28	5,013.54	10,674.82	26,666.67	32,000.00
Water	1,449.66	439.90	1,889.56	2,500.00	3,000.00
WW service	710.06	0.00	710.06	1,416.67	1,700.00
Landfill	201.80	0.00	201.80	166.67	200.00
Telephone	894.77	1,319.80	2,214.57	2,741.67	3,290.00
Depreciation (est)	112,841.90	226,109.80	338,951.70	351,450.83	421,741.00
Trench Depletion		126,558.07	126,558.07	131,041.67	157,250.00
Closure/Postclosure Resrv		7,377.70	7,377.70	7,125.00	8,550.00
Amortization of Permit		966.48	966.48	933.33	1,120.00
<b>Total Op Expenses</b>	<b>523,204.05</b>	<b>969,059.60</b>	<b>1,492,263.65</b>	<b>1,651,014.17</b>	<b>1,981,217.00</b>

Joint Powers Solid Waste Authority  
Financial Report Thru October 31, 2017

Joint Power Transfer/Landfill Description	Yankton Transfer	Vermillion Landfill	Total Joint	10 Month Budget	Legal 2017 Budget
<i>Non Operating Expense-Interest</i>	0.00	35,670.65	35,670.65	94,333.33	113,200.00
<i>Operating Income (Loss)</i>	\$423,242.36	(\$235,905.09)	\$187,337.27	(\$196,160.00)	(\$235,392.00)
<i>Capital:</i>					
Capital Outlay	\$66,336.96	\$477,965.00	\$544,301.96	\$539,166.67	\$647,000.00
Landfill Development	0.00	0.00	0.00	108,333.33	\$130,000.00
Capital Lease	0.00	0.00	0.00	0.00	\$0.00
<i>Total Capital Expenditures</i>	\$66,336.96	\$477,965.00	\$544,301.96	\$647,500.00	\$777,000.00
<i>Grant Reimbursement</i>	\$0.00	\$143,389.50	\$143,389.50	\$0.00	\$0.00
<i>Equipment Sale Proceeds</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Cash Flow Transfer</i>	(\$463,032.04)	\$463,032.04	\$0.00	\$0.00	\$0.00
<i>Tonage in Trench:</i>					
Asbestos		43.03	43.03	37.50	45.00
Beresford		1,125.14	1,125.14	520.83	625.00
Centerville Garbage		202.22	202.22	220.83	265.00
Clay County Garbage		11,748.63	11,748.63	11,000.00	13,200.00
Elk Point		878.21	878.21	850.00	1,020.00
Yankton County Garbage		19,537.86	19,537.86	18,166.67	21,800.00
<i>Total Tonage in Trench</i>		33,535.09	33,535.09	30,795.83	36,955.00
Operating Cost per ton			\$44.50	\$56.67	\$56.67

<b>Joint Recycling Center</b>	Yankton	Vermillion	Total	10 Month	Legal
Description	Transfer	Center	Joint	Budget	2017 Budget
<i>Revenue:</i>					
Tipping Fees	\$57,567.18	41,862.60	\$99,429.78	99,729.17	\$119,675.00
Magazines	0.00	2,112.80	2,112.80	1,833.33	2,200.00
Metal/Tin	6,097.51	(9.00)	6,088.51	5,166.67	6,200.00
Plastic	0.00	20,310.00	20,310.00	16,666.67	20,000.00
Aluminum	3,288.48	15,271.37	18,559.85	20,833.33	25,000.00
Newsprint	6,198.50	9,899.98	16,098.48	9,166.67	11,000.00
Cardboard	12,189.71	50,317.58	62,507.29	24,166.67	29,000.00
High Grade Paper	0.00	7,418.60	7,418.60	10,833.33	13,000.00
Other Material	0.00	5,198.86	5,198.86	2,500.00	3,000.00
Contributions/Operating Grants	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>85,341.38</b>	<b>152,382.79</b>	<b>237,724.17</b>	<b>190,895.83</b>	<b>229,075.00</b>
<i>Expenses:</i>					
Personal Services	7,272.55	157,195.64	164,468.19	176,941.67	212,330.00
Insurance	258.74	2,924.02	3,182.76	1,905.83	2,287.00
Professional Service/Fees	0.00	1,219.97	1,219.97	16,666.67	20,000.00
Hazardous Waste Collection	0.00	1,337.54	1,337.54	27,500.00	33,000.00
Professional-Legal	0.00	0.00	0.00	0.00	0.00
Publishing & Advertising	0.00	1,480.69	1,480.69	2,083.33	2,500.00
Rental	0.00	0.00	0.00	0.00	0.00
Equipment repair	0.00	5,275.34	5,275.34	8,958.33	10,750.00
Vehicle repair & maintenance	0.00	10.40	10.40	833.33	1,000.00
Vehicle fuel	21.48	2,828.98	2,850.46	5,000.00	6,000.00
Building repair & maintenance	0.00	2,133.01	2,133.01	2,916.67	3,500.00
Postage	0.00	7.07	7.07	541.67	650.00
Freight	0.00	1,750.00	1,750.00	1,666.67	2,000.00
Office supplies	0.00	1,164.71	1,164.71	833.33	1,000.00
Uniforms	0.00	312.30	312.30	625.00	750.00
Materials Purchases	0.00	5,026.85	5,026.85	5,000.00	6,000.00
Travel & Training	0.00	1,963.40	1,963.40	1,666.67	2,000.00
Operating Supplies	0.00	5,999.86	5,999.86	10,000.00	12,000.00
Copy Supply	0.00	7.07	7.07	291.67	350.00
Electricity	0.00	4,982.60	4,982.60	5,416.67	6,500.00
Heating Fuel-Gas	0.00	2,198.00	2,198.00	4,166.67	5,000.00
Water	0.00	503.36	503.36	500.00	600.00
WW service	0.00	976.21	976.21	1,333.33	1,600.00
Telephone	0.00	669.47	669.47	708.33	850.00
Revenue Sharing	0.00	9,553.81	9,553.81	1,083.33	1,300.00
Transportation to Vermillion	1,440.00	0.00	1,440.00	0.00	0.00
Processing Recyclables	4,304.76	0.00	4,304.76	0.00	0.00
Depreciation (est)	33,534.00	31,783.80	65,317.80	65,708.33	78,850.00
<b>Total Op Expenses</b>	<b>46,831.53</b>	<b>241,304.10</b>	<b>288,135.63</b>	<b>342,347.50</b>	<b>410,817.00</b>
<i>Non Operating Expense-Interest</i>	12,661.49	0.00	12,661.49	0.00	0.00
<b>Operating Income (Loss)</b>	<b>\$25,848.36</b>	<b>(\$88,921.31)</b>	<b>(\$63,072.95)</b>	<b>(\$151,451.67)</b>	<b>(\$181,742.00)</b>
<b>Capital Outlay</b>	<b>\$4,821.36</b>	<b>\$0.00</b>	<b>\$4,821.36</b>	<b>\$71,250.00</b>	<b>\$85,500.00</b>
<b>Grant Reimbursement/Donations</b>	<b>\$1,928.54</b>	<b>\$0.00</b>	<b>\$1,928.54</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Cash Flow Transfer</b>	<b>(\$21,676.69)</b>	<b>\$21,676.69</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

This report is based on the following:

Revenue accrual thru October 31, 2017

Expenses cash thru October 31, 2017 with November's Bills

2017 Joint Powers Total Operations Recap

Month	Yankton Transfer	Vermillion Landfill	Total	Total Tons	\$ per ton	Recycling			Yankton Operations	Vermillion Operations	Total Operations
						Yankton	Vermillion	Total			
January	30,365.01	(34,351.18)	(3,986.17)	2,526.52	46.62	523.97	(3,711.77)	(3,187.80)	30,888.98	(38,062.95)	(7,173.97)
February	5,309.75	(40,373.09)	(35,063.34)	2,402.83	60.80	2,690.37	(12,074.36)	(9,383.99)	8,000.12	(52,447.45)	(44,447.33)
Subtotal	35,674.76	(74,724.27)	(39,049.51)	4,929.35	53.53	3,214.34	(15,786.13)	(12,571.79)	38,889.10	(90,510.40)	(51,621.30)
March	43,325.75	(34,328.71)	8,997.04	2,916.13	46.08	4,273.36	(15,355.13)	(11,081.77)	47,599.11	(49,683.84)	(2,084.73)
Subtotal	79,000.51	(109,052.98)	(30,052.47)	7,845.48	50.76	7,487.70	(31,141.26)	(23,653.56)	86,488.21	(140,194.24)	(53,706.03)
April	57,164.88	(22,301.86)	34,863.02	3,465.46	38.90	4,696.16	(14,449.49)	(9,753.33)	61,861.04	(36,751.35)	25,109.69
Subtotal	136,165.39	(131,354.84)	4,810.55	11,310.94	47.13	12,183.86	(45,590.75)	(33,406.89)	148,349.25	(176,945.59)	(28,596.34)
May	38,625.34	(46,233.98)	(7,608.64)	3,805.87	48.95	8,811.14	1,608.78	10,419.92	47,436.48	(44,625.20)	2,811.28
Subtotal	174,790.73	(177,588.82)	(2,798.09)	15,116.81	47.58	20,995.00	(43,981.97)	(22,986.97)	195,785.73	(221,570.79)	(25,785.06)
June	55,109.62	(10,501.89)	44,607.73	3,886.42	42.86	3,495.32	(15,656.08)	(12,160.76)	58,604.94	(26,157.97)	32,446.97
Subtotal	229,900.35	(188,090.71)	41,809.64	19,003.23	46.62	24,490.32	(59,638.05)	(35,147.73)	254,390.67	(247,728.76)	6,661.91
July	48,793.43	(9,463.16)	39,330.27	3,311.47	41.43	3,234.96	(12,870.04)	(9,635.08)	52,028.39	(22,333.20)	29,695.19
Subtotal	278,693.78	(197,553.87)	81,139.91	22,314.70	45.85	27,725.28	(72,508.09)	(44,782.81)	306,419.06	(270,061.96)	36,357.10
August	60,238.16	53,429.46	113,667.62	4,111.78	33.86	3,724.20	(897.99)	2,826.21	63,962.36	52,531.47	116,493.83
Subtotal	338,931.94	(144,124.41)	194,807.53	26,426.48	43.98	31,449.48	(73,406.08)	(41,956.60)	370,381.42	(217,530.49)	152,850.93
September	50,303.28	(6,442.23)	43,861.05	3,431.29	40.87	3,344.35	(9,524.47)	(6,180.12)	53,647.63	(15,966.70)	37,680.93
Subtotal	389,235.22	(150,566.64)	238,668.58	29,857.77	43.62	34,793.83	(82,930.55)	(48,136.72)	424,029.05	(233,497.19)	190,531.86
October	34,007.14	(49,667.80)	(15,660.66)	3,677.32	51.59	3,716.02	(5,990.76)	(2,274.74)	37,723.16	(55,658.56)	(17,935.40)
Subtotal	423,242.36	(200,234.44)	223,007.92	33,535.09	44.50	38,509.85	(88,921.31)	(50,411.46)	461,752.21	(289,155.75)	172,596.46

11/1/2017

City of Yankton Transfer Station  
Recap of Customer Tonnage

Date	City	Licensed Haulers						Sub-Total	All Other	Total Transfer	Recycling
	Compactors (577)	Janssen (547)	Arts (586)	Fischer (590)	Independence (627)	Loren Fischer (648)	Kortan (673)				Plastic Tonnage
January 2016	204.72	506.69	368.30	53.23	0.00	46.55	7.51	982.28	238.64	1,425.64	3.88
February 2016	206.87	495.25	333.19	49.59	0.00	58.99	6.40	943.42	302.26	1,452.55	4.63
March 2016	238.82	589.39	463.33	61.55	0.00	19.86	6.91	1,141.04	392.93	1,772.79	4.61
April 2016	228.62	591.17	496.82	66.85	0.00	66.59	8.67	1,230.10	707.64	2,166.36	4.64
May 2016	252.38	685.21	562.27	60.04	0.00	69.47	8.46	1,385.45	421.38	2,059.21	5.08
June 2016	238.64	669.62	503.49	60.40	0.00	67.60	9.91	1,311.02	362.51	1,912.17	6.14
July 2016	233.51	661.08	457.16	59.00	0.00	72.58	8.98	1,258.80	407.11	1,899.42	5.48
August 2016	275.43	705.87	563.39	67.83	0.00	54.20	13.14	1,404.43	425.85	2,105.71	4.83
September 2016	254.62	684.19	463.62	54.59	2.96	68.88	8.99	1,283.23	666.60	2,204.45	6.78
October 2016	228.46	616.02	499.49	47.87	3.46	71.68	8.35	1,246.87	448.09	1,923.42	3.39
November 2016	241.43	592.21	387.48	45.18	0.00	71.78	12.54	1,109.19	351.75	1,702.37	5.44
December 2016	245.70	549.64	366.06	41.80	0.00	71.43	17.18	1,046.11	274.34	1,566.15	4.85
2016 Total	2,849.20	7,346.34	5,464.60	667.93	6.42	739.61	117.04	14,341.94	4,999.10	22,190.24	59.75
January 2017	227.38	502.19	367.33	35.07	0.00	65.26	7.51	977.36	273.30	1,478.04	4.80
February 2017	202.70	484.93	336.77	29.14	0.00	59.30	11.20	921.34	288.46	1,412.50	4.51
March 2017	237.30	616.06	434.47	12.48	0.00	63.43	11.30	1,137.74	417.16	1,792.20	4.11
April 2017	227.30	591.85	486.98	0.00	0.00	64.29	13.47	1,156.59	771.69	2,155.58	3.02
May 2017	252.91	693.56	536.92	0.00	0.00	75.06	7.97	1,313.51	465.54	2,031.96	
June 2017	239.77	701.18	649.20	0.00	0.00	85.82	18.33	1,454.53	483.34	2,177.64	
July 2017	235.82	669.19	465.38	0.00	0.00	84.20	12.77	1,231.54	509.76	1,977.12	
August 2017	270.08	737.19	577.34	0.00	0.00	85.68	13.52	1,413.73	498.79	2,182.60	
September 2017	235.66	641.84	464.10	0.00	0.00	83.83	18.47	1,208.24	529.19	1,973.09	
October 2017	237.61	699.36	554.25	0.00	19.20	81.27	18.07	1,372.15	398.57	2,008.33	
2017 Total	2,366.53	6,337.35	4,872.74	76.69	19.20	748.14	132.61	12,186.73	4,635.80	19,189.06	16.44

Total Tons	2,008.33
X \$3	3.00
Recycling Fee	<u>6,024.99</u>

CITY OF VERMILLION  
LANDFILL TONS

	2017	Independence Waste	Fischer Disposal	Art's Garbage	Verm. Garbage	City of Elk Point	Loren Fischer	Turner County	City of Beresford	Other	2017 Tons	
\$46.50 PER TON	Jan	276.74	139.71	11.74	36.72	92.03	277.66	20.37	91.35	36.30	982.62	
	Feb	236.47	121.30	25.06	33.22	73.55	284.48	18.52	82.07	82.27	956.94	
	Mar	316.13	155.75	22.24	40.08	84.49	273.44	20.76	115.42	94.13	1122.44	
	April	361.91	169.26	68.17	39.01	82.11	329.14	19.47	108.48	141.21	1318.76	
	May	471.00	202.68	16.70	55.62	103.79	420.43	18.53	115.94	282.99	1687.68	
	June	378.01	171.68	31.23	36.27	87.48	358.13	18.51	120.53	475.24	1677.08	
	July	370.48	175.21	16.86	33.53	79.20	361.38	19.37	120.85	201.90	1378.78	
	Aug	387.99	203.59	11.04	43.05	107.93	479.76	20.67	138.20	447.21	1839.44	
	Sept	388.10	176.29	2.20	37.11	73.77	442.20	23.57	105.69	0.00	1248.93	
	Oct	410.98	189.54	0.00	42.26	93.86	373.64	22.45	126.64	227.53	1486.90	
	Nov											0.00
	Dec											0.00
			----- 3597.81 =====	----- 1705.01 =====	----- 205.24 =====	----- 396.87 =====	----- 878.21 =====	----- 3600.26 =====	----- 202.22 =====	----- 1125.17 =====	----- 1988.78 =====	----- 13699.57 =====
	2016	Independence Waste	Fischer Disposal	Art's Garbage	Verm. Garbage	City of Elk Point	Loren Fischer	Turner County	City of Beresford	Other	2016 Tons	
\$46.50 PER TON	Jan	254.19	90.52	74.58	37.07	72.35	229.36	20.45	90.07	106.39	974.98	
	Feb	286.52	110.84	33.01	39.74	78.20	244.08	20.34	98.28	418.45	1329.46	
	Mar	329.04	119.55	44.85	40.83	92.35	284.77	22.63	112.78	281.11	1327.91	
	April	359.13	101.87	30.15	39.65	78.99	252.37	22.60	110.47	148.03	1143.26	
	May	470.23	143.70	30.02	50.45	97.90	317.70	28.89	117.59	250.68	1507.16	
	June	427.34	131.28	35.25	39.13	92.12	321.69	17.24	116.78	448.17	1629.00	
	July	346.13	116.62	24.88	34.87	84.50	256.11	18.72	94.93	184.12	1160.88	
	Aug	418.26	144.99	22.06	45.26	99.45	375.91	22.71	130.37	245.67	1504.68	
	Sept	462.15	133.62	41.11	39.52	86.96	286.57	25.47	107.48	227.56	1410.44	
	Oct	382.48	143.09	29.91	41.08	88.53	291.09	22.05	118.45	208.17	1324.85	
	Nov	326.87	130.81	18.07	38.69	93.02	302.84	23.34	105.00	153.43	1192.07	
	Dec	292.39	120.29	21.25	36.94	82.65	210.17	20.89	96.12	133.56	1014.26	
			----- 4354.73 =====	----- 1487.18 =====	----- 405.14 =====	----- 483.23 =====	----- 1047.02 =====	----- 3372.66 =====	----- 265.33 =====	----- 1298.32 =====	----- 2805.34 =====	----- 15518.95 =====

**Memorandum #17-255**

**To:** Amy Nelson, City Manager  
**From:** Michael Hofer, Building Inspector  
**Subject:** Mobile Home Park License Renewals  
**Date:** November 17, 2017

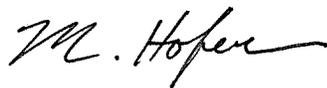
As part of the annual re-licensing, the Office of Community and Economic Development conducts an annual inspection of the mobile home parks. The purpose of this inspection is to assess the parks compliance with City of Yankton Code of Ordinances, Chapter 23, "Trailers and Trailer Parks" as well as other applicable City Ordinances. Inspections were conducted the week of October 9-13, 2017. Letters were sent to park owners listing the deficiencies and a re-inspection showed considerable progress to full compliance with the ordinance.

The following mobile home parks, have addressed major 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. Licenses will be held administratively until the remaining issues are resolved. 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 <sup>th</sup> & Capital Street	Ken L. Hansen	4
Peninah Court	1100 E. 8 <sup>th</sup> Street	Ken L. Hansen	12
Avenell Court	1104 E. 11 <sup>th</sup> Street	Randy Avenell	2
Hansen Court	911 E. 12 <sup>th</sup> Street	Ken L. Hansen	2
Douglas Street Park	2200 Douglas Ave.	George M. Padrnos	65
Northgate Manor	2400 Douglas Ave.	Brian and Marie Steward	65
Airport Acres Court	2800 Broadway Ave.	Rocky Schultz	70
DP Enterprises	415 W. 15 <sup>th</sup> Street	Daniel L. Pospishil	17
Bonnie's Shear Design	1024 Broadway Ave.	Bonnie Kozak	1
Tripp Park Court	905 ½ Broadway Ave.	Marvin E. or Shirley M. Tramp	6
Shull Court	608 ½ W. 8 <sup>th</sup> Street	Judie A. Shull	<u>1</u>
		<b>TOTAL</b>	<b>245</b>

There are homes on 191 of the 245 licensed spaces, leaving 54 spaces available for homes.

Respectfully submitted,

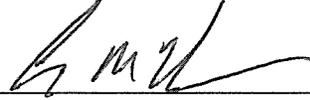


Michael Hofer  
 Building Inspector

**Recommendation: It is recommended that the City Commission approve Memorandum #17-255 approving the renewal of the 2018 Mobile Home Park Licenses as outlined above.**

I concur with this recommendation.

I do not concur with this recommendation.



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Amy Nelson  
City Manager

Roll Call \_\_\_\_\_

\_\_\_\_\_ Roll call

***Memorandum #17-261***

To: Mayor and City Commission  
From: Amy Nelson, City Manager   
Subject: RTEC CNC Robotics Project  
Date: November 16, 2017

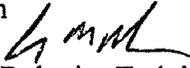
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At the City Commission meeting on August 24, 2015, a public hearing was held in regard to the application for a grant to assist with the RTEC CNC Robotics Project. District III has been preparing the documentation throughout this process. Attached is a copy of the said documentation.

**Recommendation: It is recommended that the City Commission set a progress hearing for the RTEC CNC Robotics Project for Monday, December 11, 2017.**

\_\_\_\_\_ Voice vote

**Memorandum #15-206**

To: Mayor and City Commission  
From: Amy Nelson, City Manager   
Subject: CDBG Grant – RTEC CNC Robotics Training Equipment  
Date: August 5, 2015

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At the City Commission meeting on August 24, 2015, a public hearing will be held in regard to the application for a Community Development Block Grant to assist with the Regional Technical Education Center for Computerized Numerical Controlled (CNC) operations. The Department of Labor is projecting a 19 % increase in machinist jobs over the next 7 years. RTEC has not offered a CNC program at its location in over three years primarily due to the lack of a program to follow and a lack of equipment. Due to the current demand and the projected increase in CNC Machinists, RTEC is proposing to purchase CNC and robotics automation training equipment to complement a revitalized CNC curriculum. The estimated cost of the proposed equipment is \$150,000. RTEC expects to apply to the CDBG Workforce Program to cover the cost of the equipment. RTEC and the Yankton School District will match the project cost with approximately \$52,000 in program and facility costs. If approved by the City of Yankton, RTEC expects to make full application to the CDBG Workforce Program by the end of August and begin the program as soon as the project is awarded and the equipment is obtained. District III has been preparing the documentation throughout this process. A copy of the said documentation will be provided.

**Recommendation:** It is recommended that the Commission authorize the submission of the application and for the City Manager to be the certifying and environmental officer.

\_\_\_\_ Roll call

## **OPERATION MAINTENANCE AND REPAIR FUND IDENTIFICATION STATEMENT**

The Regional Technical Education Center's (RTECs) CNC-Robotics Training Equipment project involves the acquisition of CNC Robotics equipment to provide technical training in Yankton and other possible locations. Funds from regional partners in the CNC-Robotics Training project and from RTEC's operating budget will be used to pay for continued operation, maintenance, and repair of the equipment involved in this project.

\_\_\_\_\_  
Josh Svatos, Administrator  
RTEC

\_\_\_\_\_  
Date

**RESOLUTION #15-48**  
**DESIGNATING CDBG PROJECT CERTIFYING OFFICER**  
**AND**  
**ENVIRONMENTAL CERTIFYING OFFICER**  
**CNC-Robotics Training Equipment project**

**WHEREAS, *The City of Yankton*** is applying to the Community Development Block Grant from the U.S. Department of Housing and Urban Development as administered by the State of South Dakota, and;

**WHEREAS, *The City of Yankton*** is required to designate a certifying officer for the purpose of signing required documents pertaining to these grants, and;

**WHEREAS, *The City of Yankton*** is required to designate an environmental certifying officer for the purpose of signing required environmental documents pertaining to these grants, and;

**NOW THEREFORE, BE IT RESOLVED,** that the City Manager of *The City of Yankton* be hereby designated as the City's certifying officer for the purpose of signing correspondence, pay requests, and other required documents.

**AND BE IT FURTHER RESOLVED,** that the City Manager of *The City of Yankton* be hereby designated as the City's environmental certifying officer for all environmental review procedures associated with these CDBG projects.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 2015

**BY:**

\_\_\_\_\_  
David Carda  
Mayor

**(S E A L)**

**ATTEST:**

\_\_\_\_\_  
Al Viereck  
Finance Officer

## **AUTHORIZING RESOLUTION #15-49**

**WHEREAS,** The City of Yankton of has identified the need to provide CNC training to its workforce, and

**WHEREAS,** The City of Yankton proposes to assist the Regional Technical Education Center (RTEC) in the purchase of CNC-Robotics equipment by submitting a Community Development Block Grant (CDBG) application; and

**WHEREAS,** the City of Yankton is eligible for federal assistance for the proposed project; and

**WHEREAS,** with the submission of the CDBG application The City of Yankton assures and certifies that all CDBG program requirements will be fulfilled; and

**WHEREAS,** The City of Yankton has published the required publications for the CDBG application.

**THEREFORE, BE IT RESOLVED,** that the City of Yankton of duly authorizes the submission of the CDBG application requesting approximately \$157,500 for the CNC-Robotics Training Equipment project..

**THEREFORE, BE IT RESOLVED,** that the Mayor be authorized to execute the CDBG application for The City of Yankton.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**SIGNED:** \_\_\_\_\_  
David Carda, Mayor

**ATTEST:** \_\_\_\_\_  
Al Viereck, Finance Officer

*S E A L*

# STATEMENT OF LOCAL MATCH

TO WHOM IT MAY CONCERN:

I, Josh Svatos, Administrator of the Regional Technical Education Center (RTEC), do hereby state that the local match for the CNC-Robotics Training Equipment project will be secured. The local share will be provided through leveraged funds from entities in Yankton, the Yankton School District, and other organizations and will be used as local match for the Community Development Block Grant funds that may be allocated for the project.

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Josh Svatos, Administrator  
RTEC

---

Date



City of Yankton/RTEC -CNC-Robotics Training Equipment

**BUDGET SHEET**

	A	B	C	D	E	F	G
Cost Classification	CDBG	Local					Total Funds A thru F
1. Administration Expense	\$7,500	\$0				\$0	\$7,500
2. Land, Structure, Right-of-Way	\$0	\$0				\$0	\$0
3. Architectural/Engineering Basic Fees	\$0	\$0				\$0	\$0
4. Other Architectural/Engineering Fees	\$0	\$0				\$0	\$0
5. Project Inspection Fees	\$0	\$0				\$0	\$0
6. Site Preparation	\$0	\$0				\$0	\$0
7. Relocation Expenses	\$0	\$0				\$0	
8. Demolition and Removal	\$0	\$0					
9. Equipment	\$150,000	\$0				\$0	\$150,000
10. Other (Identify) <i>Training/Scholarships</i>	\$0	\$52,000				\$0	\$52,000
11. Contingencies		\$0				\$0	\$0
12. Total	\$157,500	\$52,000				\$0	\$209,500
<b>Total %</b>	<b>75.18%</b>	<b>24.82%</b>				<b>0.00%</b>	<b>100.00%</b>

# APPLICATION FOR STATE ASSISTANCE

<b>APPLICATION INFORMATION</b> Legal Name: City of Yankton	<b>FUNDING SOURCE:</b> A. <b>CDBG</b> _____ B. <b>Local</b> _____ C. _____ D. _____ E. _____ F. _____ G. <b>TOTAL</b> _____	<b>ESTIMATED FUNDING:</b> \$ <b>157,500</b> \$ <b>52,000</b> \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ <b>209,500</b>
Address (city, state, and zip code): PO 176 Yankton, SD 57078  605-668-5221		
<b>SUB-APPLICANT AND ADDRESS:</b> Regional Technical Education Center (RTEC) 1200 West 21 <sup>st</sup> Street Yankton, SD 57078		
NAME AND TELEPHONE NUMBER of a local official to be contacted on matters involving this application:  Name: Amy Nelson, City Manager Phone: (605) -668-5221	<b>EMPLOYER IDENTIFICATION NUMBER:</b> Applicant: 46-6000567 DUNS: 04-299-9185  Sub-Applicant: 34-2014700	
<b>DESCRIPTION OF PROJECT: CNC-Robotics Training Equipment</b>  Robotics and automation are vital to most successful Computerized Numerical Controlled (CNC) operations. It's imperative that students know these particular skills sets as it pertains to working in a CNC machine operation. Local companies have recently held open houses to fill demands. They hire individuals and train them. However, cross training is difficult to achieve, especially when the company cannot find new employees. If someone is pulled from one job, a void is left there. The Department of Labor is projecting a 19 % increase in machinist jobs over the next 7 years. RTEC has not offered a CNC program at its location in over three years primarily due to the lack of a program to follow and a lack of equipment. Due to the current demand and the projected increase in CNC Machinists, RTEC is proposing to purchase CNC and robotics automation training equipment to complement a revitalized CNC curriculum. The estimated cost of the proposed equipment is \$150,000. RTEC expects to apply to the CDBG Workforce Program to cover the cost of the equipment. RTEC and the Yankton School District will match the project cost with approximately \$52,000 in program and facility costs. If approved by the City of Yankton, RTEC expects to make full application to the CDBG Workforce Program by the end of August and begin the program as soon as the project is awarded and the equipment is obtained.		
<b>PROPOSED PROJECT START DATE:</b> October 2015	<b>NAME, ADDRESS, AND PHONE NUMBER OF CONSULTANT:</b>	
<b>APPLICATION PREPARED BY:</b> Name: Eric Ambroson Phone: (605) 665-4408		
I declare and affirm under the penalties of perjury that this application had been examined by me, and to the best of my knowledge and belief, is in all things true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with attached assurances if the assistance is awarded.		
Typed Name of Authorized Representative Amy Nelson	Title City Manager	Telephone Number 605-668-5221
Signature of Authorized Representative X	Date Signed	

## RTEC CNC Robotics Equipment Project

### Draft Community Development Needs

In addition to the need for this project, the following needs were identified:

- Promote new developments in workforce housing,
- Address educational needs and opportunities in the community,
- Develop the Riverfront area with a balance of employment, housing, and civic uses,
- Explore recreational opportunities with local groups,
- Develop a strategic small area plan for the property at the intersection of Highways 81 and 50.
- Ensure adequate connections to the region's transportation system.

**Notice of Public Hearing  
Citizen Participation and Public Progress**

The City of Yankton received a Community Development Block Grant to assist the Regional Technical Education Center (RTEC) in implementing a program under the Governor's Workforce Initiative. RTEC utilized the Block Grant funds to purchase CNC Robotics equipment to train students in the region to become skilled workers. As part of the grant requirements, the City of Yankton will hold a citizen participation hearing at 7:00 P.M. on December 11, 2017 in the City Council Chambers at the Regional Technical Education Center located at 1200 W 21<sup>st</sup> Street in Yankton, South Dakota. The purpose of the hearing is to give the public the opportunity to comment on the Workforce Initiative Project, and express any concerns about the project. The meeting is open to the public and interested persons are encouraged to attend. Additional information about the public hearing or accessibility can be obtained by calling the Finance Office at (605) 668-5221 during normal business hours.

Al Viereck  
Finance Officer

**Please publish on:**

**Please publish the week of:** *(minimum of 7 days)*

November 27, 2017

**Please provide an Affidavit of Publication to:**

Planning and Development District III  
Attn: Eric Ambrosion  
PO Box 687  
Yankton, South Dakota 57078

**Please Bill all costs to:**

City of Yankton  
Attn: Al Viereck, Finance Officer  
PO Box 176  
Yankton, South Dakota 57078

**Summary of Assessment Roll and Hearing  
Memorandum # 17-254**

**To:** Amy Nelson, City Manager  
**From:** Brad Bies, Special Project Support/Code Enforcement Official  
**Subject:** Summary of 2017 Assessment Roll and Hearing– Abatement of Nuisance Vegetation & Nuisance Abatement  
**Date:** November 17, 2017

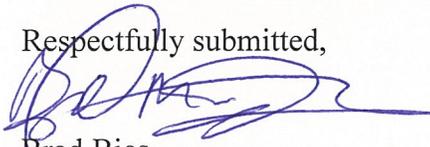
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November 27, 2017 is the date established for a public hearing at which time the costs will be assigned to properties that required abatement services arranged by the City. The attached 2017 Nuisance Vegetation and Nuisance Abatement Roll documents the assessable costs. Letters have been sent notifying the affected property owners of costs associated with the destruction of noxious vegetation and nuisance abatement. The roll has been updated to reflect those properties that have made payment. The below schedule has been undertaken to complete the special assessment process:

- September 26, 2017 Department of Community Development files special assessment roll with Finance Officer.
- October 23, 2017 City Commission sets public hearing for November 27, 2017.
- November 14, 2017 Department of Community Development sends notice of hearing to affected property owners.
- November 14, 2017 Department of Community Development publishes notice of hearing in Press & Dakotan. Publishing dates of November 14, 2017
- November 27, 2017 City Commission holds public hearing on assessment roll and approves resolution.
- November 28, 2017 Finance Department sends notice to property owners giving amount of assessment installments, etc.
- November 2017 Finance Department publishes resolution with November 27th Commission Minutes.
- December 28, 2017 Final date property owners can pay entire assessment without interest.
- January 1, 2018 First special assessment installment due.

**Recommendation: It is recommended that the Board of Commissioners approve Resolution #17-49 approving the 2017 special assessment roll for Nuisance Vegetation and Nuisance Abatement.**

Respectfully submitted,



Brad Bies  
Special Project Support/Code Enforcement Official

Attachments

I concur with the recommendation.

I do not concur with the recommendation.

  
\_\_\_\_\_  
Amy Nelson  
City Manager

\_\_\_\_ Roll Call

**Introduction and Establishment of Date for a Hearing  
Memorandum # 17-220**

**To:** Amy Nelson, City Manager  
**From:** Brad Bies, Special Project Support/Code Enforcement Official  
**Subject:** 2017 Assessment Roll Noxious Vegetation and Nuisance Abatement  
**Date:** October 10, 2017

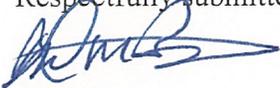
In order for City staff to begin the special assessment process it is recommended that the City Commission, at their meeting on October 23, 2017, set a public hearing date on the special assessment roll for November 27, 2017.

The following schedule of events should be undertaken to complete the special assessment process:

- September 26, 2017 Department of Community Development files special assessment roll with Finance Officer.
- October 23, 2017 City Commission sets public hearing for November 27, 2017.
- November 14, 2017 Department of Community Development sends notice of hearing to affected property owners.
- November 14, 2017 Department of Community Development publishes notice of hearing in Press & Dakotan. Publishing dates of November 14, 2017
- November 27, 2017 City Commission holds public hearing on assessment roll and approves resolution.
- November 28, 2017 Finance Department sends notice to property owners giving amount of assessment installments, etc.
- November 2017 Finance Department publishes resolution with November 27 Commission Minutes.
- December 28, 2017 Final date property owners can pay entire assessment without interest.
- January 1, 2018 First special assessment installment due.

**Recommendation: It is recommended that the Board of Commissioners set November 27, 2017 as the date for a public hearing for the special assessment roll.**

Respectfully submitted,



Brad Bies  
Special Project Support/Code Enforcement Official

Attachments

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

  
\_\_\_\_\_  
Amy Nelson  
City Manager

\_\_\_\_\_ Establish hearing date

**RESOLUTION #17-49**

A RESOLUTION APPROVING THE 2017 SPECIAL ASSESSMENT ROLL FOR  
ABATEMENT OF NUISANCES AND NOXIOUS VEGETATION

BE IT RESOLVED by the Board of City Commissioners of the City of Yankton, South Dakota:

SECTION 1. That the special assessment roll for the assessment of the property assessable for the abatement of nuisances and noxious vegetation in the City of Yankton, South Dakota, is hereby approved and the assessments as set out in said special assessment roll approved this date are hereby levied against such property upon filing of said special assessment roll in the office of the City Finance Officer.

SECTION 2. The assessments set forth in the assessment role will become due and payable in one (1) annual installment together with interest at a rate prescribed by the Board of City Commissioners, by resolution, per annum, in accordance with SDCL 9-43.

The above assessments may be paid without interest to the City Finance Officer on or before December 28, 2017, thereafter, the entire assessment may be paid with interest from the date of filing with the City Finance Officer at the rate established by resolution of the Board of City Commissioners.

Adopted:

\_\_\_\_\_  
Jake Hoffner  
Mayor

ATTEST:

\_\_\_\_\_  
Al Viereck  
Finance Officer

**2017 SPECIAL ASSESSMENT ROLL  
FOR  
NUISANCE VEGETATION AND NUISANCE ABATEMENT  
CITY OF YANKTON, SOUTH DAKOTA**

TO THE CITY FINANCE OFFICER OF THE CITY OF YANKTON

I, Brad Bies, Special Project Support/Code Enforcement Official, herewith file with you, as provided by law, the Special Assessment Roll within the City of Yankton.

The description of the property so assessed, with the names of the owners, and the amount assessed to each lot, piece or parcel is shown as follows, to wit:

PROPERTY OWNER (Deed Holder)	PROPERTY OWNER MAILING ADDRESS	PROPERTY DESCRIPTION Legal Description	PROPERTY ADDRESS	ASSESSMENT AMOUNT	ABATEMENT CATEGORY
Alcinda Miller	2582 US HWY 93 N Victor, MT 59875	LT D & LT 4 BLK 1 WITHERSPOON & TODDS	101 Broadway Avenue	\$ 255.60	Vegetation
Amber Delvaux	1001 Pearl Street Yankton, SD 57078	544' LT 7 BLK 39 LOWER YANKTON	1001 Pearl Street	\$ 101.18	Vegetation
Andrew Hayward	513 Green Street Yankton, SD 57078	LT 16 BLK 44 CENTRAL YANKTON	513 Green Street	\$ 58.58	Vegetation
Casey Sommer-Buechler	503 Linn Street, Yankton, SD 57078	LT 11 BLK 46 CENTRAL YANKTON	503 Linn Street	\$ 58.58	Vegetation
Darlene Johnson c/o Roxanne Johnson	604 Locust Street Yankton, SD 57078	LT 34 & W4 LT 35 DAKOTA NATL S/DIV	1215 Whiting Street	\$ 127.80	Vegetation
Darold & Edith Palmer	911 Douglas Avenue Yankton, SD 57078	LT 3 BLK 6 WETMORE & STEWART	911 Douglas Avenue	\$ 85.20	Vegetation
Duane Jansen	43386 310 ST Yankton, SD 57078	OUTLOT 146 EXC N80' PYNCHION OUTLOTS	1915 Locust Street	\$ 362.10	Vegetation
Julie White	1131 China Berry Circle Anchorage, AK 99515	S2 LT 2 & ALL LT 3 BLK 50 LOWER YANKTON	312 Pearl Street	\$ 191.70	Vegetation
Kelly Rowley	PO BOX 646 Bloomfield, NE 68718	LT 16 BLK 68 LOWER YANKTON	413 Burleigh Street	\$ 58.58	Vegetation
USDA RURAL DEVELOPMENT	BLDG 105, FC-215 4300 GOODFELLOW BLVD SAINT LOUIS, MO 63120	LT 2 BLK 3 OAK PARK	703 East 19th Street	\$ 101.18	Vegetation
BAYVIEW LOAN SERVICING LLC	895 SW 30 AVE POMPANO BEACH FL 33069	LT 3 BLK 61 CENTRAL YANKTON	614 Locust Street	\$ 85.20	Vegetation
Tyler Andera	907 West 4th Street Yankton, SD 57078	LT 4 EXC E2'7" WHEELER & ELLERMAN'S	907 West 4th Street	\$ 74.55	Vegetation
US OF AMERICA/RURAL HSG SRVC	4300 GOODFELLOW BLVD BLDG 105 FC-215 SAINT LOUIS, MO 63120	LT 6 BLK 2 OAK PARK	607 East 18th Street	\$ 74.55	Vegetation
Wade Ven Osdel	819 Birch Road Yankton, SD 57078	LT 1 BLK 8 PINE ACRES	819 Birch Road	\$ 7,857.00	Nuisance Abatement
<b>TOTAL ASSEMENTS</b>				<b>\$ 9,491.78</b>	

The assessments set forth in the assessment role will become due and payable in one (1) annual installment together with interest at a rate prescribed by the Board of City Commissioners, by resolution, per annum, in accordance with SDCL 9-43.

The above assessments may be paid without interest to the City Finance Officer on or before December 28, 2017, thereafter, the entire assessment may be paid with interest from the date of filing with the City Finance Officer at the rate established by resolution of the Board of City Commissioners.

\_\_\_\_\_  
Brad Bies  
Special Project Support/Code Enforcement Official

Filed in the office of the City Finance Officer on September 26, 2017, Amended October 10 and November 17, 2017.

\_\_\_\_\_  
Al Viereck  
Finance Officer

**Memorandum #17-238**

**To:** Amy Nelson, City Manager  
**From:** Adam Haberman, PE, Public Works Director  
**Subject:** Summary of 2017 Special Assessment Rolls Alley Construction from 13<sup>th</sup> Street to 14<sup>th</sup> Street between Pearl Street and Picotte Street  
**Date:** November 16, 2017

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November 27, 2017 is the date established for a public hearing at which time the final costs associated with the subject project will be assigned to the benefiting properties. Information provided to the City Commission in conjunction with Memorandum #17-232 (attached) on November 13, 2017 and subsequently provided to the properties to be assessed, document that the final costs are below the estimated costs provided when the assessment district was established by the City Commission.

**Recommendation: It is recommended that the Board of Commissioners approve Resolution #17-59 for the 2017 special assessment roll for Alley Construction from 13<sup>th</sup> Street to 14<sup>th</sup> Street between Pearl Street and Picotte Street.**

Respectfully submitted,



Adam Haberman, PE  
Public Works Director

Attachments

I concur with the recommendation.

I do not concur with the recommendation.

  
\_\_\_\_\_  
Amy Nelson, City Manger

\_\_\_\_ Roll call

**Memorandum #17-232**

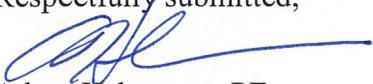
**To:** Amy Nelson, City Manager  
**From:** Adam Haberman, PE, Public Works Director  
**Subject:** 2017 Assessment Rolls – Alley Construction from 13<sup>th</sup> Street to 14<sup>th</sup> Street  
between Pearl Street and Picotte Street  
**Date:** October 30, 2017

Attached to this memorandum is the special assessment roll for alley improvements. The following schedule of events should be undertaken to complete the special assessment process:

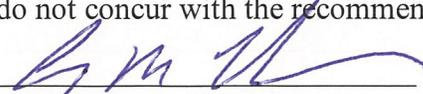
- October 25, 2017 Department of Public Works files special assessment roll with Finance Officer.
- November 13, 2017 City Commission sets public hearing for November 27, 2017.
- November 14, 2017 Department of Public Works sends notice of hearing to affected property owners.
- November 16, 2017 Department of Public Works publishes notice of hearing in Press & Dakotan. Publishing date of November 16, 2017.
- November 27, 2017 City Commission holds public hearing on assessment roll and approves resolution.
- November 28, 2017 Finance Department sends notice to property owners giving amount of assessment, installments, etc.
- November 2017 Finance Department publishes resolution with November 27 Commission Minutes.
- December 28, 2017 Final date property owners can pay entire assessment without interest.
- January 1, 2018 First special assessment installment due.

In order for City staff to begin the special assessment process it is recommended that the City Commission, at their meeting on November 13, 2017, set a public hearing date on the special assessment roll for Monday, November 27, 2017.

Respectfully submitted,

  
Adam Haberman, PE  
Public Works Director

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

  
\_\_\_\_\_  
Amy Nelson, City Manger

\_\_\_\_\_ Establish Hearing Date

Property Owners for Alley From 13th Street to 14th Street  
 Between Pearl Street and Picotte Street  
 All in the City of Yankton, Yankton County, South Dakota

Cost of Construction: \$20,223.27  
 Cost per front foot: \$39.3816505

Owner	Address	Legal Description of Assessment Property	Front Footage (Ft.)	Final Cost
Scott & Mary Silvernail	500 East 13th Street, Yankton, SD 57078	S2, LT 8 & ALL LTS9 & 10, BLK 5, TAYLOR & SARGENTS	64.47	\$2,538.94
Lonnie & Michell Folkers	1306 Pearl Street, Yankton, SD 57078	LTS 6 & 7 & N2, LT 8, BLK 5, TAYLOR & SARGENTS	64.15	\$2,526.33
Kenneth & Mary Williams	501 East 14th Street, Yankton, SD 57078	LTS 1,2,3,4 & 5, BLK 5, TAYLOR & SARGENTS	128.3	\$5,052.67
James & Karen Starr	514 East 13th Street, Yankton, SD 57078	W60', LTS 11 THRU 15, BLK 5, TAYLOR & SARGENTS	128.3	\$5,052.67
Keith Christensen & Karlene Mastenbrook	1305 Picotte Street, Yankton, SD 57078	LT 16, LT17, EXC. W68' OF N4.5' & S6'-6" OF E82', LT 18, BLK 5, TAYLOR & SARGENTS	46.82	\$1,843.85
Jean Fitzgerald	706 Burgess Road, Yankton, SD 57078	W68' OF N4.5', LT 17 & W68', LTS 18, 19 & 20, BLK 5, TAYLOR & SARGENTS	81.48	\$3,208.82
			513.52	\$20,223.27

% that signed petition: 100.00%

**RESOLUTION #17-59**

A RESOLUTION APPROVING THE 2017 SPECIAL ASSESSMENT ROLL FOR  
ALLEY CONSTRUCTION FROM 13<sup>TH</sup> STREET TO 14<sup>TH</sup> STREET  
BETWEEN PEARL STREET AND PICOTTE STREET

BE IT RESOLVED by the Board of City Commissioners of the City of Yankton, South Dakota:

SECTION 1. That the special assessment roll for the assessment of the property assessable for the alley construction from Thirteenth Street and Fourteenth Street between Pearl Street and Picotte Street in the City of Yankton, South Dakota, is hereby approved and the assessments as set out in said special assessment roll approved this date are hereby levied against such property upon filing of said special assessment roll in the office of the City Finance Officer.

SECTION 2. Said assessment may be paid in ten (10) annual installments and shall be collected under Plan Two "Collection by City Finance Officer", as provided in SDCL 9-43.

The above assessments may be paid without interest to the City Finance Officer on or before December 28, 2017, thereafter, the entire assessment may be paid with interest from the date of filing with the City Finance Officer at the rate established by resolution of the Board of City Commissioners.

Adopted:

\_\_\_\_\_  
Jake Hoffner  
Mayor

ATTEST:

\_\_\_\_\_  
Al Viereck  
Finance Officer

***Memorandum #17-256***

*To: City Manager*  
*From: Finance Officer*  
*Date: November 16, 2017*  
*Subject: Transfer Retail (on-off sale) Wine License-Willa B's*

We have received an application for the transfer of location of a Retail (on-off sale) Wine License for January 1, 2018, to December 31, 2018, from Willa B's LLC, d/b/a Willa B's LLC (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A to 114 Douglas Ave., Suite 2, Yankton, SD.

The above application is in compliance with the City Code of Ordinances, as checked by the Department of Finance. A Police check on the applicant revealed no felony convictions or wants. An inspection by the Building Inspector and Fire Marshal has been done and is in compliance with all city codes.



Al Viereck  
Finance Officer

**Memorandum #17-257**

*To: City Manager*  
*From: Finance Officer*  
*Date: November 16, 2017*  
*Subject: Transfer Retail (on-off sale) Malt Beverage-Willa B's*

We have received an application for the transfer of location of a Retail (on-off sale) Malt Beverage License for July 1, 2017, to June 30, 2018, from Willa B's LLC, d/b/a Willa B's LLC (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A to 114 Douglas Ave., Suite 2, Yankton, SD.

The above application is in compliance with the City Code of Ordinances, as checked by the Department of Finance. A Police check on the applicant revealed no felony convictions or wants. An inspection by the Building Inspector and Fire Marshal has been done and is in compliance with all city codes.



Al Viereck  
Finance Officer

***Memorandum #17-258***

*To: City Manager*  
*From: Finance Department*  
*Date: November 16, 2017*  
*Subject: Special Events (on-sale) Liquor License for Boomer's*

We have received an application for a Special Events RETAIL (on-sale) Liquor License for one day, January 13, 2018, from Boomer's Inc., (Gary W. Boom, President) d/b/a Boomer's Lounge, NFAA, 800 Archery Lane, Yankton, S.D.

The above applicant is in compliance with the City Code of Ordinances, as checked by the Department of Finance. A Police check on the Applicant revealed no felony convictions or wants. An inspection by the Building Inspector and Fire Marshal has been done and the premises are in compliance with building and fire codes.



Al Viereck  
Finance Officer

**Memorandum #17-251**

To: Amy Nelson, City Manager  
 From: Dave Mingo, AICP Community and Economic Development Director  
 Subject: Airport Engineering and Planning Consultant Services Selection  
 Date: November 8, 2017

The airport consultant selection process has been completed with the exception of City Commission action. Airports, like Chan Gurney Municipal Airport, that receive federal and state funding are required to go through the consultant selection process every five years at a minimum. The consultant selection committee members were Steve Hamilton, Airport Board member, Tony Maibaum, City Commissioner and Airport Board Liaison, Adam Haberman, Public Works Director, Mike Roinstad, Airport Supervisor and Dave Mingo, Community and Economic Development Director. Mark Yonke, Airport Board member was also on the committee and reviewed the submitted proposals

The selection process has followed the Federal Aviation Administration requirements with the most recent activity being committee interviews of the four consultants submitting proposals. The four firms that submitted proposals and were interviewed were Olsson Associates, HDR Engineering, DGR Engineering and KLJ Engineering. Each firm made a presentation regarding their qualifications and answered Selection Committee questions.

There is not a specific cost associated with the engineering and planning selection at this time. Services will be requested as airport projects occur. Engineering and planning charges will be submitted to the City of Yankton and the South Dakota Department of Transportation for review and negotiated related to specific scopes of work.

We are fortunate that we had four very capable firms submit proposals and interview for the position. The difficulty is selecting one firm to enter into a contract with. After much discussion, a majority of the Selection Committee has recommended that the City retain KLJ as the engineering and planning consultant at Chan Gurney Municipal Airport. If the City Commission concurs, with this recommendation, the South Dakota Department of Transportation will be notified and the process for procurement of services will continue with KLJ.

Respectfully submitted,

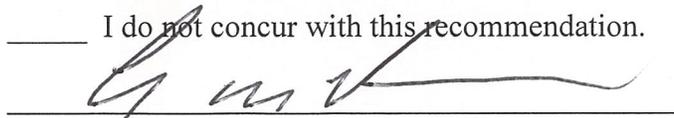


Dave Mingo, AICP  
 Community and Economic Development Director

**Recommendation: It is recommended that the City Commission retain KLJ as the consultant for engineering and planning services at Chan Gurney Municipal Airport for up to the next five years.**

I concur with this recommendation.

I do not concur with this recommendation.



\_\_\_\_\_  
 Amy Nelson, City Manager

\_\_\_\_ Roll Call

## ***Memorandum #17-235***

**To:** *Amy Nelson, City Manager*  
**From:** *Adam Haberman, PE, Public Works Director*  
**Subject:** *Proposal from Stockwell Engineers for Meridian District Streetscape Improvements*  
**Date:** *November 15, 2017*

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The proposed 2018 Walnut Street from 2<sup>nd</sup> Street to 4<sup>th</sup> Street reconstruction layout was presented at the March 27, 2017 City Commission meeting to discuss the design of the curb and gutter alignment. The result of the Commission discussion was to work with the Onward Yankton, Design South Dakota process in the spring of 2017 to obtain design related thoughts for this corridor. This design was approved by the regular City Commission meeting on November 13, 2017.

In addition to the curb alignment, City staff have been involved in the Design South Dakota events as well as working with the Meridian District to gain input on what the community would like the future Walnut Street to look like. Staff has also received input from South Dakota State University students, Stockwell Engineering, District III, and individuals showing concerns for the future project. There was a great amount of community effort to provide input for this project.

City staff took the community input and determined that there is a desire to implement more seating and social spaces, more attractive landscaping, and more visual appeal for the pedestrian traffic in the Meridian District. In addition, the consensus was design features should carry the theme from the Meridian Plaza into the Meridian District.

Stockwell Engineers prepared and City staff presented Street Perspectives of Walnut Street and Douglas Avenue along 2<sup>nd</sup> Street as well as possible Streetscape Elements at the October 23, 2017 City Commission Work Session. The Work Session provided detailed possibilities for the future streetscape amenities in the Meridian District.

The 2018 Walnut Street Reconstruction Project provides an opportunity to have a streetscape project follow the street reconstruction timeline and be completed by or before the 2018 Riverboat Days Celebration. The City does have the ability to perform some landscaping with City staff, however, due to the size, complexity of the project, and limitations of in house staff, staff would be unable to complete the streetscape project in one season. Additionally, the City does not have a landscape architect on staff. It is important that the project has expertise guiding decisions on streetscape features and plantings to ensure the project is compatible with the work already completed in the Meridian Plaza and carries the design themes that have already been established.

As shown on the attached map, Stockwell Engineers has prepared a proposal to provide landscape architectural services for streetscape improvements for:

- Walnut Street from 2<sup>nd</sup> to 4<sup>th</sup>
- the north side of 2<sup>nd</sup> Street from Capital Street to the Alley west of Douglas Avenue
- the existing islands in the parking lot northeast of 2<sup>nd</sup> & Douglas
- the planter area at the southeast corner of 2<sup>nd</sup> & Douglas
- the planter area at the southwest corner of 2<sup>nd</sup> & Capital
- 2<sup>nd</sup> Street at Walnut Street

The services provided in the proposal include completing the architectural drawings with specifications, contract administration, project survey and inspection. The cost for the services by Stockwell Engineers included in the proposal is a lump sum amount, not to exceed \$58,720.00. Estimated construction cost for the streetscape improvements is \$484,825.00.

If it is the desire of the City Commission to complete the entire streetscape project for the described areas in 2018, utilizing Stockwell Engineers, it is recommended to move forward with the proposal for the landscape architectural services. Concurrence at this time would authorize Stockwell Engineers to move forward with their services for an early 2018 bid opening. Stockwell Engineers and City staff would work together in order to make this project successful.

Respectfully submitted,



Adam Haberman, PE  
Public Works Director

**Recommendation: It is recommended that if it is the desire of the City Commission to complete the entire streetscape project in 2018, the City Commission approve entering into a contract with Stockwell Engineers for the architectural services of the Meridian District streetscapes and authorize the City Manager to sign and administer the referenced contract as explained in Memorandum #17-235.**

  X   I concur with this recommendation  
       I do not concur with this recommendation



Amy Nelson  
City Manager

       Roll call



**AGREEMENT FOR PROFESSIONAL SERVICES**

**Project:** Downtown Yankton Streetscape Improvements

**Stockwell Project No.:** 17242

This Agreement for Professional Services (hereinafter "Agreement") is made and entered into this 3<sup>rd</sup> day of November, 2017, by and between **STOCKWELL ENGINEERS, INC.**, 801 North Phillips Avenue, Suite 100, Sioux Falls, SD 57104, (hereinafter "Engineer") and **CITY OF YANKTON**, (hereinafter "Client"), for the services described under the Scope of Services (the "Services").

**CLIENT:** City of Yankton

**Address:** P.O. Box 176 • 416 Walnut Street • Yankton, SD 57078

**Phone No.** (605) 668-5241

**Fax No.**

**Scope of Services:** Client hereby agrees to retain Engineer to perform the Services as outlined in the attached Proposal for Professional Services dated November 3, 2017. In general, the Project consists of the preparation of landscape architecture plans and specifications for streetscape improvements for both sides of Walnut Street from 2nd Street to 4th Street, north side of 2nd Street from Capital Street to alley west of Douglas Street, planter at southeast corner of Douglas Street and 2nd Street, planter at southwest corner of Capital Street and 2nd Street, and planter south of 2nd Street at Walnut Street – see attached exhibit (the "Project").

**Compensation:** In consideration of these Services, the Client agrees to pay Engineer compensation as follows:

**Basic Compensation:** Lump sum \$58,720.00 excluding sales tax

**Additional Services Multiplier:** 1.0 times the expense incurred by the Engineer

**Reimbursable Expense Multiplier:** 1.0 times the expense incurred by the Engineer

The attached Proposal for Professional Services and Standard Terms and Conditions are made a part hereof and incorporated into this Agreement.

IN WITNESS WHEREOF, this Agreement is accepted on the date last written below, subject to the terms and conditions above stated and the provisions set forth herein.

**CLIENT**

**STOCKWELL ENGINEERS, INC.**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Name (printed): Jon Brown, P.E.

Title: \_\_\_\_\_

Title: President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

STOCKWELL ENGINEERS, INC.



November 3, 2017

Ms. Amy Nelson  
City of Yankton  
PO Box 176  
416 Walnut Street  
Yankton, SD 57078

**BY EMAIL ONLY**  
[anelson@cityofyankton.org](mailto:anelson@cityofyankton.org)

Re: Proposal for Professional Services  
Downtown Yankton Streetscape Improvements

Stockwell Engineers, Inc. (Stockwell) proposes to provide professional services for Downtown Yankton Streetscape Improvements (the "Project"). Stockwell's services will be provided in the manner described in this Proposal subject to the terms and conditions set forth in the attached "Standard Terms and Conditions". **City of Yankton** is referred to as the "Client."

### 1.0 Project Description

- 1.1 In general, the Project consists of the preparation of landscape architecture plans and specifications for streetscape improvements for both sides of Walnut Street from 2<sup>nd</sup> Street to 4<sup>th</sup> Street, north side of 2<sup>nd</sup> Street from Capital Street to alley west of Douglas Street, planter at southeast corner of Douglas Street and 2<sup>nd</sup> Street, planter at southwest corner of Capital Street and 2<sup>nd</sup> Street, and planter south of 2<sup>nd</sup> Street at Walnut Street – see attached exhibit (the "Project").

### 2.0 Project Management

- 2.1 Attend initial meeting with Client to determine Project concept and scope.
- 2.2 Review all background information made available to Stockwell by Client.
  - 2.2.1 Topographic survey or as-builts of streetscape improvement areas in AutoCAD format.
  - 2.2.2 Preliminary geometric layout of curb lines and driveways for Walnut Street in AutoCAD format.
  - 2.2.3 Boundary survey or property lines of streetscape improvement areas in AutoCAD format.
  - 2.2.4 Detailed drawings of Meridian Plaza in pdf format.
- 2.3 Provide internal Project management and quality control.

### 3.0 Preliminary Design

- 3.1 Preliminary design will include geometric layout of street and streetscape improvements for Walnut Street.
- 3.2 Prepare preliminary opinion of estimated construction costs for the Project.
- 3.3 Prepare 50% plan submittal documents to include:
  - 3.3.1 Title page.
  - 3.3.2 Typical street section.
  - 3.3.3 General notes.
  - 3.3.4 Utility plan showing location of planter underdrain.

- 3.3.5 Pavement plan of new street geometrics, streetscape elements, and furnishings locations.
- 3.3.6 Landscape plan showing massing of plants and tree locations.
- 3.4 Prepare informative exhibits for Client's use.
- 3.5 Attend with Client submittal review meeting, if necessary.

*Deliverables: Preliminary opinion of estimated construction costs; informative exhibits; 50% plan submittal documents.*

#### **4.0 Final Design**

- 4.1 Review Client comments from preliminary design review(s).
- 4.2 Layout and design improvements based on parameters established by Client.
  - 4.2.1 Design streetscape features complying with Client's minimum design requirements and/or standards.
    - 4.2.1.1 Planter curb.
    - 4.2.1.2 Pavers around planter.
    - 4.2.1.3 Stone benches.
    - 4.2.1.4 Fire feature.
    - 4.2.1.5 Shade structure (consistent with design at Meridian Plaza).
    - 4.2.1.6 Bollards.
    - 4.2.1.7 Furnishings.
      - 4.2.1.7.1 Trash and recycling receptacles.
      - 4.2.1.7.2 Benches.
      - 4.2.1.7.3 Bike racks.
      - 4.2.1.7.4 Above ground movable planters.
  - 4.2.2 Design landscape features complying with Client's minimum design requirements and/or standards.
    - 4.2.2.1 Plantings.
    - 4.2.2.2 Trees.
    - 4.2.2.3 Topsoil.
- 4.3 Prepare review plan submittal documents utilizing latest Client drafting standards to include:
  - 4.3.1 Title page.
  - 4.3.2 Legend, plan orientation and Project control data, as necessary.
  - 4.3.3 Quantities for a unit price construction contract.
  - 4.3.4 Tabular summary of quantities.
  - 4.3.5 Typical sections.
  - 4.3.6 General notes including Project drawing specific issues.
  - 4.3.7 Plan sheets showing streetscape amenities listed above. Plan notes will include horizontal locations of all significant points, as well as appropriate quantities.
  - 4.3.8 Plan sheets showing landscape plantings. Plan notes will include horizontal locations of all significant points, as well as appropriate quantities.
  - 4.3.9 Standard plates and special details, as determined by Stockwell.
- 4.4 Provide detailed specifications supplementing Client's standard specifications, as necessary. Materials types and materials specific items will be included as detailed specifications.
- 4.5 Prepare and submit to Client for approval final "Engineer's Estimate" of estimated construction costs for the Project and submit to Client for approval.
- 4.6 Submit to Client for review and approval three copies of the review plans and specifications including Engineer's Estimate. An electronic copy of the plans and specifications will be provided, if requested.
- 4.7 Address Client's comments to review plans and specifications submittal. Update Engineer's Estimate, as necessary, to complete final plan and specifications.

- 4.8 Provide to Client for review and approval three copies of final plans and specifications including Engineer's Estimate. An electronic copy of the plans and specifications will be provided, if requested.

*Deliverables: Estimate of construction costs; review plan submittal documents; and final plan submittal documents.*

## **5.0 Bidding**

- 5.1 Provide bidding documents to prospective bidders.
- 5.2 Maintain a list of plan holders.
- 5.3 Answer any questions arising throughout the bidding process and prepare addendums as required.
- 5.4 Prepare bid tab of potential bidders and attend the bid opening.
- 5.5 Attend governing council, board or commission meeting, if requested.
- 5.6 Prepare an itemized bid tab. Post on Stockwell's website for informational purposes.
- 5.7 Prepare and deliver to Client an award recommendation letter based on the bids received.
- 5.8 Prepare and submit to contractor Notice of Award letter.
- 5.9 If requested by Client, prepare contract and submit to contractor and Client for execution.

*Deliverables: Pre-bid conference minutes; addendums; itemized bid tab; award recommendation letter; Notice of Award letter; and contract.*

## **6.0 Construction Administration**

- 6.1 Prepare and distribute to contractor Notice to Proceed.
- 6.2 Assist Client with the coordination and scheduling of a preconstruction meeting. Notify Contractor of preconstruction meeting date and location. Prepare an agenda, record and distribute minutes to all attendees.
- 6.3 Review and approve or not approve submitted shop drawings, product submittals, test results and other submittals. Require submittals to be revised, if necessary.
- 6.4 Assist Client in notifying affected property owners.
- 6.5 Provide Client a video/pictures of pre-existing conditions of significant items, if requested.
- 6.6 Observe construction activities when significant work is done to determine generally if the contractor is proceeding in accordance with the contract documents. On the basis of site visit, Stockwell will keep Client reasonably informed about the progress and quality of the work completed, and report to Client known deviations from the contract documents and from the most recent construction schedule, and defects and deficiencies observed in the work.
- 6.7 Maintain reports indicating weather conditions, construction progress, deviations from the plans and specifications, work performed, quantities installed and other pertinent information. Develop biweekly progress reports based on reported information and provide to Client and contractor for their information.
- 6.8 Prepare and provide to Client biweekly construction bulletins.
- 6.9 Conduct, as necessary, progress and coordination meetings. Record and distribute minutes to all attendees.
- 6.10 Prepare change orders and progress payment request forms, as needed, and submit to contractor and Client for execution.
- 6.11 Conduct a final inspection when the Project is complete. Record, generate and provide to Client and contractor a "punch list" of construction items requiring completion or correction.
- 6.12 Prepare and submit to Client letter of certification of Project completion confirming compliance of construction with the contract documents and start of warranty period.

- 6.13 Prepare, deliver to Client and contractor and obtain signatures on final change order to reflect as-built quantities.
- 6.14 Prepare and deliver to Client and contractor and obtain signatures on final pay request form.
- 6.15 Prepare as-built drawings based on improvements surveyed in the field. Submit within 30 days of substantial completion DWG and PDF type files. A hard copy of the full Project will be provided if requested. The design text will be updated if the horizontal locations vary more than 5 feet and/or the vertical locations more than 0.1 foot. Improvements to be updated on the as-built drawings will be as follows.
  - 6.15.1 Pavement (significant changes only).
  - 6.15.2 Landscape (significant changes only).
- 6.16 Schedule and conduct applicable warranty inspections.

*Deliverables: Notice to Proceed; preconstruction meeting minutes; video of pre-existing conditions; reports; progress/coordination meeting minutes; change orders/pay requests; final inspection "punch list"; certification of project completion letter; final change order/pay request; and as-built drawings.*

## 7.0 Construction Staking

- 7.1 Mark proposed improvements and elevations as shown on the plans.
- 7.2 Reset all boundary markers removed during construction.

*Deliverables: None*

## 8.0 Additional Services

- 8.1 If authorized in writing by Client, Stockwell will furnish additional services which are not considered as basic services described above under this Proposal. Additional services provided will be mutually agreed upon by the parties and will be performed for compensation over and above the maximum amount set forth below, if any, otherwise at Stockwell's current hourly rates.

## 9.0 Compensation

- 9.1 Compensation for services provided by Stockwell pursuant to this Proposal will be on a **lump sum basis, in an amount not to exceed \$58,720.00 excluding sales or excise tax.** Client must make payments in accordance with Item B of the Standard Terms and Conditions attached to this Proposal.
- 9.2 The level of effort required of Stockwell to accomplish the services described in this Proposal may be affected by factors beyond Stockwell's control. Therefore, if it appears at any time compensation for services rendered will exceed the maximum compensation amount, Stockwell and Client agree Stockwell will not perform additional services or be entitled to additional compensation in excess of the maximum compensation amount until Stockwell and Client have agreed upon additional compensation for services to be rendered and Client has available funds to pay for Stockwell's services.

Sincerely,

STOCKWELL ENGINEERS, INC.



Jon Brown, P.E.  
President



## STANDARD TERMS AND CONDITIONS

### A. Commencement of Services.

The Services will be commenced immediately upon receipt of the signed Proposal (the "Agreement"). If after commencement of the Services, the Project is delayed for any reason beyond Stockwell's control for more than 60 days, the terms and conditions contained herein will be subject to revision by Stockwell. Subsequent modifications to this Agreement must be in writing and signed by the parties to the Agreement.

### B. Fees and Payment.

**1.0 Invoices.** Compensation for Services will be as designated in this Agreement. Services based on Stockwell's standard hourly rates will be those rates currently in effect at the time the Services are rendered. Hourly rates are subject to change upon 30 days' written notice, including during the term of this Agreement. Client must reimburse Stockwell for out-of-pocket expenses directly attributable to the Project, such as: (1) living and traveling expenses of Stockwell's employees when away from the home office on business connected with the Project; (2) phone and fax expenses; (3) copy costs applicable to the Services; and (4) additional contracted third-party services to be charged in accordance with the rates in effect at the time the services are rendered.

**2.0 Payment Due.** Stockwell will deliver to Client invoices monthly. Payment will be due within 30 days after the date of the invoice describing the Services performed and expenses incurred during the preceding month.

**3.0 Failure to Pay.** Client agrees timely payment is a material term of this Agreement and failure to make timely payment as agreed will constitute a breach hereof. In the event payment for Services rendered has not been made within 30 days from the date of the invoice, Stockwell may, after to Client giving 7 days' written notice, and without penalty or liability of any nature, and without waiving any claim against Client, suspend all Services to be performed. Upon receipt of payment in full for Services rendered, plus interest charges, Stockwell will continue with the Services, but all deadlines for Stockwell's performance of services will be extended for a period of time equal to the delay in Stockwell's receipt of payment. Payment of all compensation due Stockwell pursuant to this Agreement will be a condition precedent to Client using any of Stockwell's Services' work product under this Agreement.

**4.0 Interest on Late Payments.** In order to defray carrying charges resulting from delayed payments, interest at the rate of 1.5% per month will be added to the unpaid balance of each invoice. The interest period will commence 45 days after the date of the original invoice and will terminate upon date of payment. Payments will be first credited to interest and then to principal.

### C. Owner's Responsibilities.

**1.0 Client to Provide Information.** Unless otherwise provided for under this Agreement, Client will provide information in a timely manner regarding requirements for and limitations on the Project, including Client's Program objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from Stockwell, Client must furnish the requested information as necessary and relevant for Stockwell to evaluate, give notice of or enforce lien rights.

**2.0 Client to Provide Contractors.** Client will furnish the services of a contractor who along with Client will be responsible for creating the overall Project Schedule. Client will adjust the Project Schedule, if necessary, as the Project proceeds.

**3.0 Client to Provide Representative.** Client will identify a representative authorized to act on Client's behalf with respect to the Project. Client will render decisions and approve Stockwell's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of Stockwell's Services.

**4.0 Client to Provide Notice.** Client will provide to Stockwell prompt written notice if Client becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in Stockwell's instruments of service.

### D. Miscellaneous Provisions.

#### 1.0 Insurance/Indemnification/Risk Allocation

**1.1 Insurance/Limitation of Stockwell's Liability.** Stockwell will maintain the following insurance coverages.

- (a) Worker's compensation insurance pursuant to state law.
- (b) Business automobile insurance covering claims for injuries to members of the public and/or damages to property of

others arising from use of motor vehicles, including onsite and offsite operations, and owned, non-owned, or hired vehicles, with a combined single limit of \$1,000,000.

- (c) Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of Stockwell with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- (d) Professional liability insurance of \$1,000,000 per occurrence and in the aggregate.

**1.2 Professional Liability.** To the fullest extent permitted by law, Stockwell will be liable to and must defend, indemnify and hold harmless Client and its, agents, officers, directors, employees, subcontractors and consultants from and against claims, losses, damages, expenses, penalties, costs, and other liabilities, including reasonable attorneys' fees and court costs, arising out of or resulting from the negligent performance of the professional services rendered by Stockwell or any of its consultants pursuant to this Agreement or as a result of a breach of this Agreement.

**1.3 Hazardous Materials - Indemnification by Client.** Client understands and agrees Stockwell has not created nor contributed to the creation or existence of any types of hazardous or toxic wastes, materials, chemical compounds, or substances, or any other type of environmental hazard or pollution, whether latent or patent, at Client's premises, or in connection with or related to the Project with respect to which Stockwell has been retained to provide Services. The compensation to be paid Stockwell for Services is in no way commensurate with, and has not been calculated with reference to, the potential risk of injury or loss which may be caused by the exposure of persons or property to such substances or conditions. Therefore, to the fullest extent permitted by law, Client agrees to defend, indemnify and hold harmless Stockwell, its agents, officers, directors, employees, contractors and consultants, from and against any and all claims, damages, and expenses, whether direct, indirect, consequential or otherwise, including, but not limited to, attorneys' fees and court costs, arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acid, alkaline, toxic chemicals, liquid gases, or other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto upon, in or into the surface or subsurface or soil, water, or water courses, objects, or any tangible or intangible matter, whether sudden or not.

**1.4 No Governmental Action Liability.** Stockwell will not be liable for damages arising out of or resulting from the actions or inaction of government agencies, including, but not limited to, permit processing, environmental impact reports, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, and building permits. Client agrees to defend, indemnify and hold harmless Stockwell, its agents, officers, directors, employees, contractors, and consultants from any and all such liabilities (including reasonable attorneys' fees and court costs), other than that caused by the negligent acts, errors or omissions of Stockwell, arising out of or resulting from the same.

**1.5 No Project Liability.** Notwithstanding any provisions in this Agreement to the contrary, if the Project involves construction, as that term is generally understood, and Stockwell does not provide Services during construction, including, but not limited to, observation, site visits, shop drawing review, and design clarifications, Client agrees to defend, indemnify and hold harmless Stockwell, its agents, officers, directors, employees, contractors and consultants from any and all liability (including reasonable attorneys' fees and court costs) arising out of the Project or this Agreement.

#### 2.0 Documents.

**2.1 Ownership of Work Product and Proprietary Information.** The written plans and specifications prepared under this Agreement will become the property of Client only upon completion of the Services and payment in full of all monies due Stockwell. Client may not reuse or make any modifications to the plans and specifications without Stockwell's prior written authorization. Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Stockwell, its agents, officers, directors, employees, contractors and consultants from any claim, liability or cost (including reasonable attorneys' fees and defense costs) arising or allegedly arising out of any unauthorized reuse or modifications of Stockwell's work product by Client or any person that acquires or obtains the plans and specifications from or through Client without Stockwell's written authorization.

Notwithstanding the foregoing, all computer programs, work product, inventions, patents, copyrights, software, and other like data developed during the course of the Project, are and will remain Stockwell's sole property. Stockwell's liability to Client for any errors or omissions of

computer programs, software products, or related data furnished hereunder is limited solely to the correction of residual errors, minor maintenance, or updates as needed. STOCKWELL MAKES NO WARRANTIES OF ANY KIND, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE, OR AGAINST INFRINGEMENT, WITH RESPECT TO COMPUTER PROGRAMS, SOFTWARE PRODUCTS, RELATED DATA, TECHNICAL INFORMATION, OR TECHNICAL ASSISTANCE PROVIDED BY STOCKWELL UNDER THIS AGREEMENT.

**2.2 Environmental.** Environmental Audit/Site Assessment reports are prepared for Client's use only. Client agrees to defend, indemnify, and hold harmless Stockwell, its agents, officers, directors, employees, contractors and consultants against all damages, claims, expenses, and losses (including reasonable attorneys' fees and court costs) arising out of or resulting from any reuse of the Environmental Audit/Site Assessment reports without Stockwell's written authorization.

Nothing contained in this Agreement may be construed or interpreted as requiring Stockwell to assume the status of a generator, storer, transporter, treater, or disposal facility as those terms appear within the Resource Conservation and Recovery Act, 42 U.S.C.A., §6901 *et seq.*, as amended, or within any state statute governing the generation, treatment, storage, and disposal of waste.

- 3.0 Injury to Workers on Project.** Client agrees Stockwell will be named an Additional Insured on construction contractors' insurance policy for commercial general liability insurance, and Client agrees to insert into all contracts for construction between Client and construction contractors a provision requiring the construction contractors to defend, indemnify and hold harmless both Client and Stockwell from any and all actions arising out of the construction Project, including, but not limited to, injury to or death of any worker on the job site, not caused by the sole negligence of Client or Stockwell.
- 4.0 Probable Construction Cost Opinions.** Any opinion of probable construction costs for the Project considered and designed under this Agreement will be prepared by Stockwell through the exercise of its experience and judgment in applying presently available cost data, but it is recognized Stockwell has no control over the cost of labor and materials, the construction contractors' methods of determining prices, competitive bidding procedures, market conditions, and unknown field conditions. Stockwell cannot and does not guarantee proposals, bids, or the Project construction costs will not vary from Stockwell's opinion of probable construction costs.
- 5.0 Site Visits.** Visits to the construction site and observations made by Stockwell as part of the Services during construction under this Agreement will not make Stockwell responsible for, nor relieve the construction contractors of the obligation to conduct comprehensive monitoring of the work sufficient to ensure conformance with the intent of the contract documents, will not make Stockwell responsible for, nor relieve the construction contractors of the full responsibility for all construction means, methods, techniques, sequences, and procedures necessary for coordinating and completing portions of the work under the construction contracts, and will not relieve the construction contractors of the obligation to provide all safety precautions incidental thereto. Such visits by Stockwell are not to be construed as part of Stockwell's observation duties of the Project site.
- 6.0 On-Site Observation.** When Stockwell provides on-site observation personnel as part of the Services during construction, the on-site observation personnel will make reasonable efforts to advise Client of observed defects and deficiencies in the contractors' work, and to help determine if the provisions of the Contract Documents are being fulfilled. Their day-to-day observation will not, however, cause Stockwell to be responsible for those duties and responsibilities which belong to the construction contractors, including, but not limited to, full responsibility for the means, methods, techniques, sequences, and progress of construction, and the safety precautions incidental thereto, and for performing the construction work in accordance with the Contract Documents.
- 7.0 Right of Entry.** Client must provide for entry to the Project site for Stockwell's agents, employees, contractors and consultants and for all necessary equipment.
- 8.0 Termination or Abandonment.** If any portion of the Services or Project is terminated or abandoned by Client, the provisions of this [Section 8.0](#) in regard to compensation and payment will apply insofar as possible to that portion of the Services not terminated or abandoned. If termination occurs prior to completion of any phase of the Project, the fee for Services performed during the phase will be based on Stockwell's reasonable estimate of the portion of the phase completed prior to termination, plus a reasonable amount to reimburse Stockwell for termination costs.
- 9.0 Default and Remedies.**  
**9.1 Client's Default.** If Client breaches any of the terms of this Agreement, Stockwell, in addition to other rights set forth in [Section 1.3](#) above, will give Client written notice of default setting forth the default. If Client has not remedied the default within 7 days of the date of default, Stockwell may

terminate this Agreement and proceed with any or all remedies provided under applicable law.

**9.2 Stockwell's Default.** If Stockwell breaches any of the terms of this Agreement, Client will give Stockwell written notice of default setting forth the default. If Stockwell has not remedied the default within 7 days of the date of default, Client may terminate this Agreement and proceed with any or all remedies provided under applicable law.

**9.3 Attorneys' Fees.** The party not in default will be entitled to reimbursement of any attorneys' fees and expenses incurred due to the default and with respect to the enforcement of remedies.

- 10.0 Jurisdiction.** This Agreement is governed by the laws of the State of South Dakota and any action at law or other judicial proceeding arising from this Agreement must be instituted only in Minnehaha County Circuit Court, Sioux Falls, South Dakota, and may not be removed to federal district court, nor may venue be changed to any other circuit court.
- 11.0 Waiver.** Stockwell's waiver of any term, condition, or covenant or breach of any term, condition, or covenant, will not constitute a waiver of any other term, condition, or covenant, or the breach thereof.
- 12.0 Entire Agreement.** This Agreement, and its attachments, constitutes the entire understanding between Client and Stockwell relating to services to be provided by Stockwell and supersedes any prior or contemporaneous agreements, promises, negotiations, or representations not expressly set forth herein. Subsequent modifications or amendments to this Agreement must be in writing and signed by the parties to this Agreement. The foregoing notwithstanding, if Client, its agents, officers, directors, employees, contractors and consultants request Stockwell perform extra Services pursuant to this Agreement, Client must pay for the additional Services even though an additional written agreement is not issued or signed.
- 13.0 Successors and Assigns.** All of the terms, conditions and provisions of this Agreement will include and be for the benefit of and be binding upon the parties and their respective successors and assigns; provided, however, no assignment of this Agreement may be made without written consent of the other party to this Agreement.
- 14.0 Severability.** If any provision of this Agreement is declared invalid, illegal or incapable of being enforced by any court of competent jurisdiction, all of the remaining provisions of this Agreement will nevertheless continue in full force and effect, and no provision will be deemed dependent upon any other provision unless so expressed herein.
- 15.0 Force Majeure.** Stockwell will not be liable to Client for delays in performing its obligations, or for the direct or indirect cost resulting from delays that may result from acts of nature, governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond Stockwell's reasonable control. Each party will take reasonable steps to mitigate the impact of any force majeure event. Stockwell will be entitled to an adjustment to the schedule and its compensation under this Agreement to the extent required by the force majeure event.
- 16.0 Underground Utilities.** If included as a Service under this Agreement, Stockwell or its authorized consultant will conduct research in Stockwell's or the consultant's professional opinion is necessary, and will prepare a plan indicating the locations intended for subsurface penetrations with respect to assumed locations of underground improvements. These Services will be performed in a manner consistent with the ordinary standard of care. Client recognizes the research may not identify all underground improvements or their locations, and the information upon which Stockwell and the consultant rely may contain errors or may not be complete. Client agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Stockwell and its agents, officers, directors, contractors and consultants from all liability (including reasonable attorneys' fees and court costs) of Client, its contractors or all other persons for delay or additional compensation relating to the identification, removal, relocation, or restoration of utilities, or damages to underground improvements resulting from subsurface penetration locations established by Stockwell.



Walnut Street and 2nd Street Perspective  
Yankton, SD





Douglas Avenue and 2nd Street Perspective  
Yankton, SD



BENCH - Victor Stanley CR-10



LIMESTONE BENCH WITH QUARTZIE PAVERS



COLORED CONCRETE



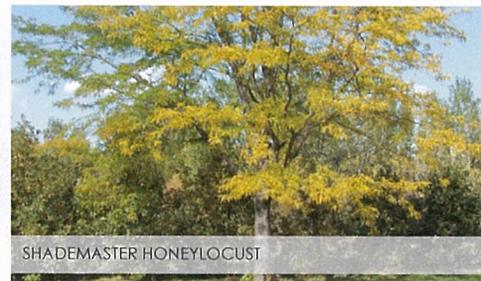
PLANTER CURB



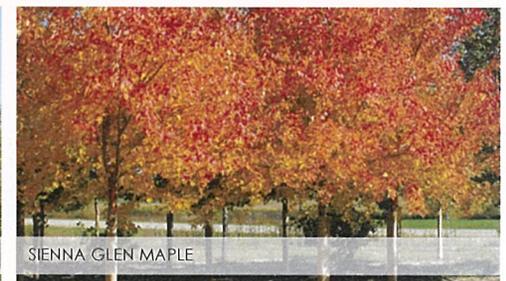
LITTER RECEPTACLE - Victor Stanley PRS-36



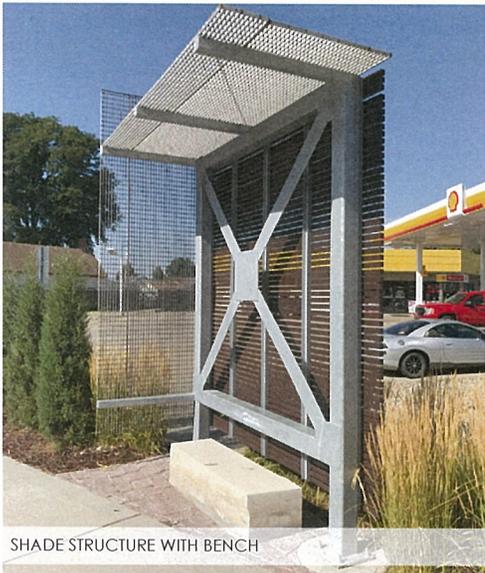
HISTORIC LIGHT POLE



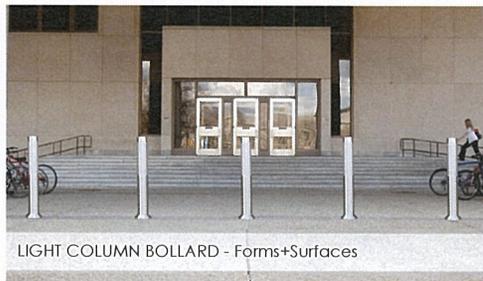
SHADEMASTER HONEYLOCUST



SIENNA GLEN MAPLE



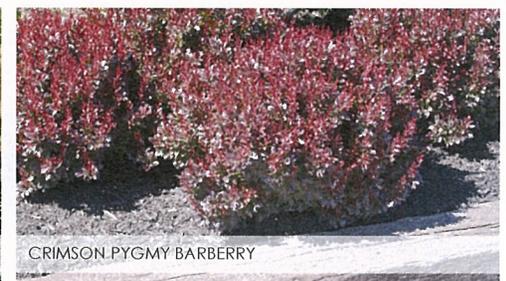
SHADE STRUCTURE WITH BENCH



LIGHT COLUMN BOLLARD - Forms+Surfaces



KARL FOERSTER GRASS



CRIMSON PYGMY BARBERRY



BIKE RACK - Madrax Genesis



ROCKET CITY DAYLILY



WOOD MULCH

**Streetscape Elements**  
Yankton, SD



# Project Cost Estimate

Downtown Streetscape Improvements

Yankton, SD

SEI No. 17242



November 2, 2017

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	PRICE
<b>Non-Walnut Street Items (Parking Lots &amp; 2nd Street Plantings)</b>					
1	Mobilization (all items below)	LS	1	\$20,000.00	\$20,000.00
2	Planting Soil	CY	950	\$25.00	\$23,750.00
3	2" Caliper Deciduous Tree	EACH	20	\$450.00	\$9,000.00
4	Landscape Area	SY	1025	\$40.00	\$41,000.00
5	Stone Seatwall (5')	EACH	12	\$2,000.00	\$24,000.00
<b>Walnut Street Streetscape</b>					
6	Typical Streetscape Costs	LF	850	\$380.00	\$323,000.00
	Planter Curb (Concrete or Corten Steel)	LF	0	\$35.00	\$0.00
	Quartzite Pavers	SF	0	\$30.00	\$0.00
	Water for Vegetation	Mgal	0	\$60.00	\$0.00
	Class A Riprap	Ton	0	\$33.00	\$0.00
	Fertilizing	Lb	0	\$1.50	\$0.00
	2" Caliper Deciduous Tree, F&I	Each	0	\$450.00	\$0.00
	1 Gallon Perennial Plant, F&I	Each	0	\$20.00	\$0.00
	1 Gallon Ornamental Grass, F&I	Each	0	\$20.00	\$0.00
	2 Gallon Deciduous Shrub, F&I	Each	0	\$30.00	\$0.00
	Type B Drainage Fabric	SqYd	0	\$5.00	\$0.00
	Weed Barrier Fabric	SqYd	0	\$4.00	\$0.00
	4" Depth Shredded Bark Mulch	SqYd	0	\$8.00	\$0.00
	Planting Soil Type 'B'	CuYd	0	\$25.00	\$0.00
	Planting Soil Type 'D'	CuYd	0	\$50.00	\$0.00
	Inoculated Biochar	CuFt	0	\$55.00	\$0.00
	Fire Pit, F&I	Each	0	\$5,000.00	\$0.00
	Shade Structure, F&I	Each	0	\$15,000.00	\$0.00
	Limestone Stone Wall	Each	0	\$2,000.00	\$0.00
	Re-locate Sculpture Base	Each	0	\$500.00	\$0.00
	Re-locate Concrete Planter	Each	0	\$500.00	\$0.00
	Metal Bench, F&I	Each	0	\$2,500.00	\$0.00
	Quartzite ADA Tile, F&I	Each	0	\$250.00	\$0.00
	Non-illuminated Bollard, F&I	Each	0	\$1,000.00	\$0.00
	Trash Receptacle, F&I	Each	0	\$1,500.00	\$0.00
	Recycle Receptacle, F&I	Each	0	\$1,800.00	\$0.00
	Bike Rack, F&I	Each	0	\$1,400.00	\$0.00

Subtotal Estimated Construction Costs	\$440,750.00
Contingencies @ 10%	\$44,075.00
<b>Total Estimated Base Bid Construction Costs</b>	<b>\$484,825.00</b>
Design/CA Fees	\$58,720.00
<b>Total Project Costs</b>	<b>\$543,545.00</b>

**Memorandum 17-260**

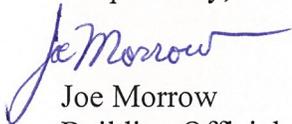
**To:** Amy Nelson, City Manager  
**From:** Joe Morrow, Building Official  
**Subject:** 2018 Lease Agreement with Yankton Area Senior Citizen's Center  
**Date:** November 16, 2017

---

Attached is the renewal of the annual lease with the Yankton Area Senior Citizen Center Board for the use of the Senior Citizen Center Building located at 900 Whiting Drive. The terms and conditions of the lease are identical to the 2017 agreement.

**Recommendation: It is recommended by staff that the attached 2018 Lease Agreement be approved by the City Board of Commissioners.**

Respectfully,

  
Joe Morrow  
Building Official

I concur with this recommendation.

I do not concur with this recommendation.

  
\_\_\_\_\_  
Amy Nelson, City Manager

\_\_\_\_ Roll call

**LEASE AGREEMENT  
YANKTON AREA SENIOR CITIZEN'S CENTER**

This lease agreement, made and entered into this 31 day of OCTOBER, 2017, by and between the City of Yankton, South Dakota, a Municipal Corporation, herein referred to as the "Lessor", and the Yankton Area Senior Citizens' Center, Inc., of Yankton, South Dakota, hereinafter referred to as the "Lessee", witnesseth;

**WHEREAS**, the City of Yankton, South Dakota, owns Lot 12 of the County Auditor's Outlot 130 within the City of Yankton, upon which real property is located the Yankton Area Senior Citizens' center and garage;

**WHEREAS**, the parties hereto desire to enter into a lease pertaining to the buildings and the premises mentioned above;

**NOW, THEREFORE**, it is agreed between the Lessor and the Lessee herein as follows:

1. Lease term:

That the terms of this Agreement shall be from January 1, 2018 through December 31, 2018.

2. Rental:

The rental to be paid by the Lessee for the use of said premises is in the sum of one dollar (\$1.00) per year;

3. Non-discrimination covenants:

The Lessor requires, and the Lessee specifically agrees to comply with all Federal non-discrimination rules and regulations.

4. Laws, rules and regulations:

The Lessee agrees to comply with all laws, rules and regulations of the Federal, State, and City Governments that are applicable to the operation of the Yankton Area Senior Citizens' Center, and upon notice to amend the terms of this lease to comply with any change in said laws, rules or regulations.

5. Hold harmless clause:

In regard to any use, services, or other programs performed by or may be entered into by the Lessee, such operations shall be deemed the operations of the Lessee as an independent corporation, and the Lessor shall not, to any degree or extent, or manner whatsoever be considered as having any interest herein either as a joint enterprise or upon an employer or agency relationship; and all liability arising from such operations shall be that of the Lessee, and

Lessee agrees to buy and maintain liability insurance covering all such operations in a minimum of \$1,000,000 single limit of liability.

6. Use of premises:

The Lessee has rented the Yankton Area Senior Citizens' Center solely for the purpose of conducting programs for Senior Citizens and will not be used for any other purpose without the express written consent of the Lessor. No improvements may be constructed or the premises modified without prior written consent of the Lessor. The City Manager shall have the right to establish standards of operation, maintenance of the facilities, and general managements of the Senior Citizens' Center and the Lessee shall cooperate and do all within Lessee's power to promote the general development and increase general usage of the Senior Citizens' Center, and will cooperate, generally speaking, in every effort or program, which will improve the Senior Citizens' programs and facilities.

7. Possession:

The Lessee accepts the rented City buildings in their present condition. The Lessee will not make or suffer any waste or destruction to said City premises during the term of the lease, not permit the accumulation of any trash, debris, or other substance on said premises that might cause extra hazard on account of fire in said premises. That upon termination of this lease, the tenant will return peaceful possession of premises to the Lessor in as good a condition as it was at the time of the commencement of this lease, usual wear, tear, and loss by fire or storm excepted.

8. Assignment for sub-lease:

Tenant shall neither assign this lease nor sub-lease the use of these premises to another party without the written approval of the Lessor.

9. Utilities:

The Lessor shall pay the fuel, heat, electricity, and water/sewer utility costs for the Senior Citizen's building and maintenance costs associated with the heating, ventilating, air conditioning, mechanical and electrical systems. The Lessor shall be responsible for all outside maintenance of the buildings and grounds.

10. Janitorial/Operating/Cleaning supplies:

The Lessor shall be responsible for providing janitorial, operating, and cleaning supplies in an amount not to exceed \$2,200 per year for the term of this agreement. Any such costs incurred beyond this amount shall be provided by the Lessee.

11. Replacement of capital items:

Lessor in conjunction with the Lessee, may from time to time agree to make certain capital improvements to the building. The Lessee is encouraged to obtain from other sources the funds necessary to make these improvements. In the event the Lessor participates in the cost for a capital improvement, prior approval

through the City's purchasing ordering system is required by the Lessee prior to completing the desired capital improvement.

12. Cancellation:

Either party may cancel this lease upon giving the other party ninety (90) days or more written notice in advance. The Lessor may additionally cancel in the event the Lessee shall breach any of the terms of this lease, in such case the Lessor shall have the right to immediately re-enter and retake possession of said facilities identified herein.

**IN TESTIMONY WHEREOF**, both parties have hereunto set their hands and seals the date and year first above written.

**CITY OF YANKTON, SOUTH DAKOTA  
A Municipal Corporation, Lessor**

By: \_\_\_\_\_  
Jake Hoffner  
Mayor of the City of Yankton

ATTEST:

By: \_\_\_\_\_  
Al Viereck  
Finance Officer

**YANKTON AREA SENIOR CITIZENS' CENTER, INC.  
A Non-profit Corporation, Lessee**

By: Christy Hauer  
Christy Hauer  
Executive Director

ATTEST:

By: Joleen Smith  
Joleen Smith  
President of the Yankton Area Senior Citizens' Board

## Memorandum #17-272

**To:** Amy Nelson, City Manager  
**From:** Dave Mingo, AICP Community and Economic Development Director  
**Subject:** Planning Commission Action #17-45 / Resolution #17-65  
**Date:** November 19, 2017



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### PLAT REVIEW

**ACTION NUMBER: 17-45**

**E.T.J. MEMBER ACTION REQUIRED: No**

**APPLICANT / OWNER:** Kenneth Hausmann.

**ADDRESS / LOCATION:** 107 Robin Street. Please reference the attached map.

**PROPERTY DESCRIPTION:** Replat of Lot 4 and Lot 5, Block 3, Mayer's Addition located in the NW 1/4 of the SW 1/4 of Section 22, Township 93 North, Range 56, West of the 5th P.M., Yankton County, South Dakota, hereafter to be known as: Lot 4A, Block 3, Mayer's Addition located in the NW 1/4 of the SW 1/4 of Section 22, Township 93 North, Range 56, West of the 5<sup>th</sup> P.M., Yankton County, South Dakota.

**ZONING DISTRICT:** County Zoning Jurisdiction.

**PREVIOUS ACTION:** Original Mayer's plats in the 1990's.

**COMMENTS:** The proposed plat removes the boundary between two lots so that they can be known as one parcel. The two lots are currently owned by the same person. All associated right-of-way has been dedicated. The subdivision is not adjacent to the City's corporate limits so the full requirements of the Subdivision Ordinance do not apply.

This area is in Yankton County's zoning jurisdiction so their land use requirements will apply.

Staff recommends approval of the proposed plat.

#### **HEARING SCHEDULE:**

November 13, 2017: The Planning Commission reviews the plat and makes a recommendation to the City Commission.

November 27, 2017: The City Commission reviews the plat and makes a final decision.

#### **Planning Commission results:**

\_\_\_\_\_ Roll Call

**RESOLUTION #17-65**

WHEREAS, it appears from an examination of the Replat of Lot 4 and Lot 5, Block 3, Mayer's Addition located in the NW 1/4 of the SW 1/4 of Section 22, Township 93 North, Range 56, West of the 5th P.M., Yankton County, South Dakota, hereafter to be known as: Lot 4A, Block 3, Mayer's Addition located in the NW 1/4 of the SW 1/4 of Section 22, Township 93 North, Range 56, West of the 5<sup>th</sup> P.M., Yankton County, South Dakota, prepared by Brian J. Benson, a registered land surveyor in the State of South Dakota, and  
and

WHEREAS, such plat has been prepared according to law and is consistent with the City's overall Comprehensive Development Plan.

NOW, THEREFORE BE IT RESOLVED by the Board of City Commissioners of the City of Yankton, South Dakota, that the plat for the above described property is hereby approved.

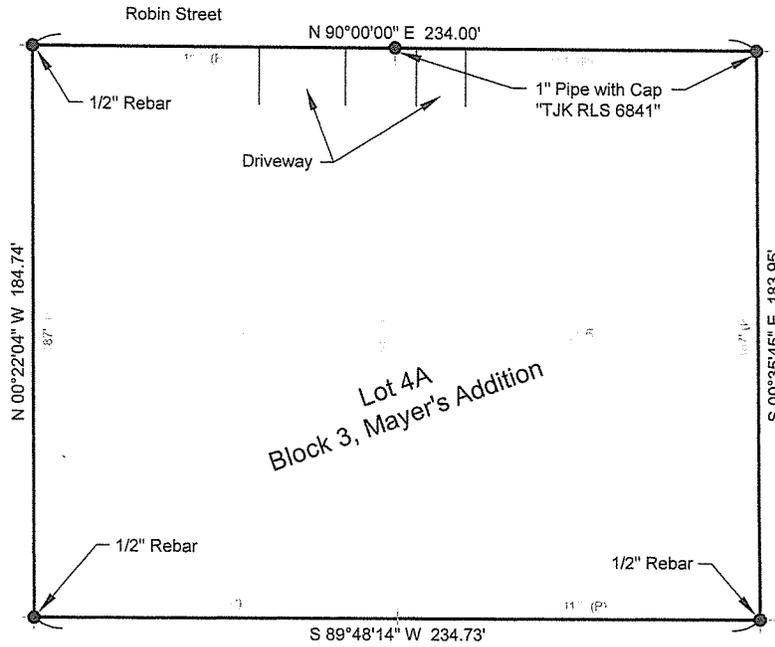
Adopted:

\_\_\_\_\_  
Jake Hoffner, Mayor

ATTEST:

\_\_\_\_\_  
Al Viereck, Finance Officer

A replat of Lot 4 and Lot 5, Block 3, Mayer's Addition located in the NW1/4 of the SW1/4 of Section 22, Township 93 North, Range 56 West of the 5th P.M., Yankton County, South Dakota, hereafter to be known as: Lot 4A, Block 3, Mayer's Addition located in the NW1/4 of the SW1/4 of Section 22, Township 93 North, Range 56 West of the 5th P.M., Yankton County, South Dakota



Owner's Certificate

I, Kenneth M. Hausmann, do hereby certify that I am the absolute and unqualified owner of the following described property: A replat of Lot 4 and Lot 5, Block 3, Mayer's Addition located in the NW1/4 of the SW1/4 of Section 22, Township 93 North, Range 56 West of the 5th P.M., Yankton County, South Dakota, hereafter to be known as: Lot 4A, Block 3, Mayer's Addition located in the NW1/4 of the SW1/4 of Section 22, Township 93 North, Range 56 West of the 5th P.M., Yankton County, South Dakota; that this plat was made at my request and under my direction for the purpose of defining and describing the property as shown by this plat. The development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.

Dated this 24 day of October, 2017.

*[Signature]*  
Kenneth M. Hausmann

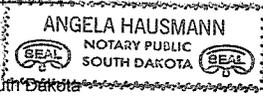
State of South Dakota )

County of Yankton )

Be it remembered that on this 24 day of October, 2017 before me the undersigned, a Notary Public within and for the county and state aforesaid, personally appeared Angela Hausmann, known to me to be the person who is described in and who executed the within and foregoing instrument and certificate and acknowledged to me that he executed the same.

My commission expires 12-21-2017

*[Signature]* Seal  
Notary Public, Yankton County, South Dakota



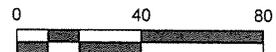
Surveyor's Certificate

I, Brian J. Benson, a Licensed Land Surveyor under the Laws of South Dakota, do hereby certify that I did on or prior to October 18th, 2017, survey the land described as: A replat of Lot 4 and Lot 5, Block 3, Mayer's Addition located in the NW1/4 of the SW1/4 of Section 22, Township 93 North, Range 56 West of the 5th P.M., Yankton County, South Dakota, hereafter to be known as: Lot 4A, Block 3, Mayer's Addition located in the NW1/4 of the SW1/4 of Section 22, Township 93 North, Range 56 West of the 5th P.M., Yankton County, South Dakota.

I also hereby certify that this survey was performed by me or under my direct supervision and is to the best of my knowledge and belief a true description of said property.

Dated this 23<sup>rd</sup> day of October, 2017.

*[Signature]*  
Brian J. Benson, LS #11950

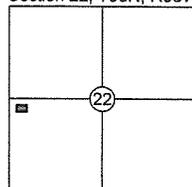


Legend

- Found Corner (As Noted)
- (P) Plat Distance

Prepared by: Brian Benson  
Meridian Land Surveying  
1109 Douglas Avenue  
Yankton, SD 57078  
402-860-4332

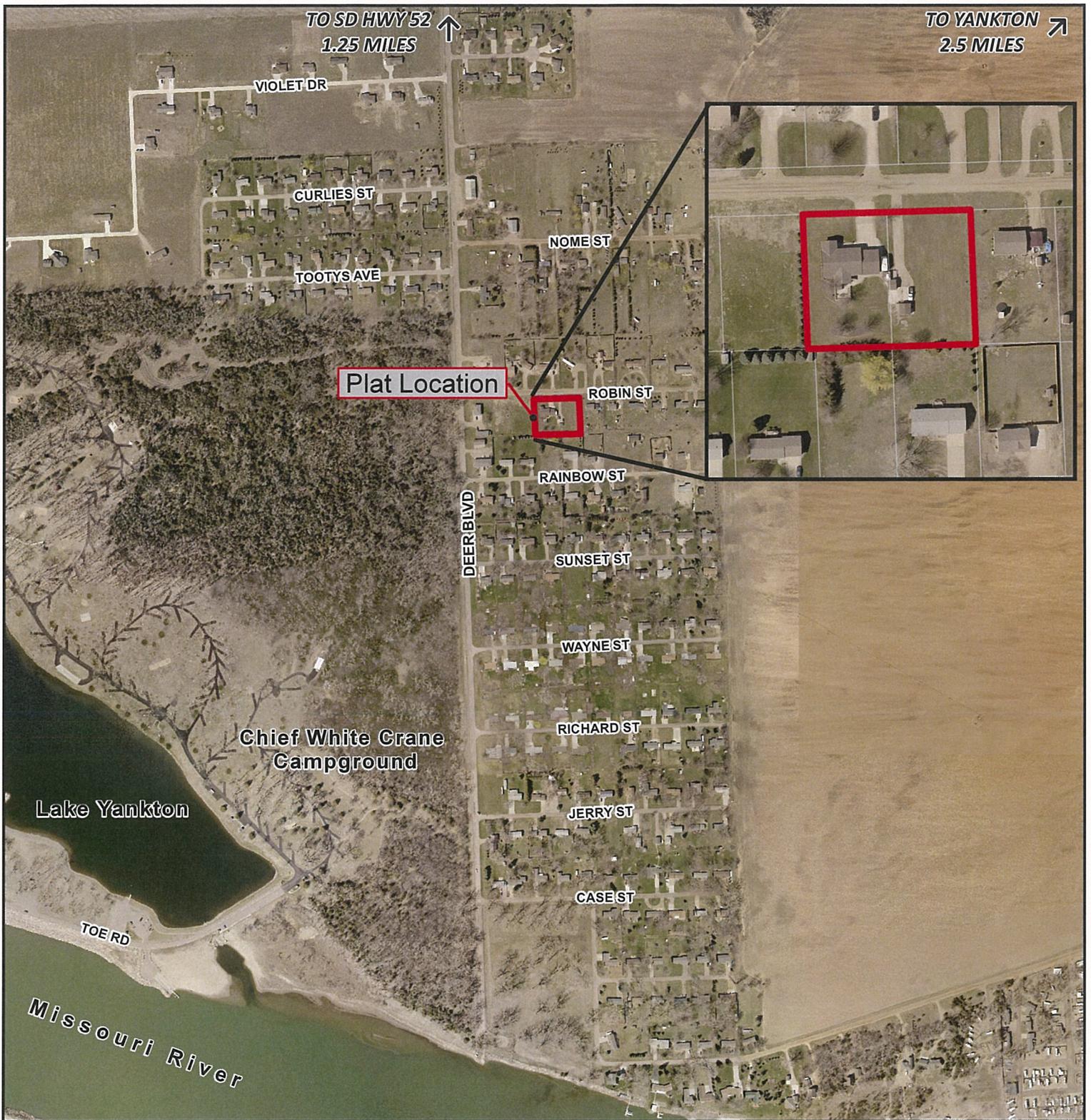
Section 22, T93N, R56W



Date: 10/18/2017
Job Number: 17003
Drawn by: BrianB
Page: 1 of 2

**Meridian**  
LAND SURVEYING

402-860-4332  
meridianrls.com



# City of Yankton

## Plat Location Map

Replat of Lot 4 & Lot 5 in Block 3 of Mayer's Addition located in the NW1/4 of the SW1/4 of Section 22, T93N, R56W of the 5th P.M., Yankton County, South Dakota hereafter to be known as Lot 4A in Block 3 of Mayer's Addition



## *Memorandum #17-250*

**To:** *City Commission*  
**From:** *Deputy Finance Officer*  
**Date:** *November 17, 2017*  
**Subject:** *Surplus Vehicle & Mower Bids*

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On November 16, 2017 seven sealed bids were received on seven surplused vehicles and one surplused lawn mower acted on at the September 11, 2017 regular commission meeting. The results of the sealed bid process are as follows:

### **1972 Chevrolet Custom 30 Chassis:**

<u>Bidder Name</u>	<u>Bid Price</u>
Gregory Gusso, Yankton, SD	<b>\$52.00</b>
Donnie Robinson, Yankton, SD	\$50.00

### **1988 Oshkosh Snow Plow:**

<u>Bidder Name</u>	<u>Bid Price</u>
Bryan Livingston, Yankton, SD	\$2,000.00
Donnie Robinson, Yankton, SD	\$1,000.00

### **1994 Chevrolet 1-Ton Truck with 4 cubic yard dump box**

<u>Bidder Name</u>	<u>Bid Price</u>
Donnie Robinson, Yankton, SD	<b>\$585.00</b>

### **1997 International 4700 Truck with 13 cubic yard Galion dump box**

<u>Bidder Name</u>	<u>Bid Price</u>
Bob Ryken, Yankton, SD	<b>\$3,000.00</b>
Donnie Robinson, Yankton, SD	\$ 950.00

### **2012 Chevrolet Caprice – VIN #4297**

<u>Bidder Name</u>	<u>Bid Price</u>
Bayridge Motors, Yousef Dabbagh	<b>\$4,308.00</b>
Donnie Robinson, Yankton, SD	\$1,000.00

### **2013 Chevrolet Caprice – VIN #5237**

<u>Bidder Name</u>	<u>Bid Price</u>
Bayridge Motors, Yousef Dabbagh	<b>\$4,008.00</b>
Donnie Robinson, Yankton, SD	\$1,000.00

### **2002 Zetron ‘Brat’ Country Clipper Lawn Mower**

<u>Bidder Name</u>	<u>Bid Price</u>
H & L Truck Repair, Yankton, SD	<b>\$ 250.00</b>
Bob Simonsen, Yankton, SD	\$ 63.50

**1995 International 4700 Oil Distributor**

<u>Bidder Name</u>	<u>Bid Price</u>
NO BID RECEIVED	\$ 0.00

Pursuant to SDCL 6-13-5 "the governing board may reject any and all bids. However, if the governing board accepts a bid it must be the bid of the highest bidder." It is recommended that the commission approve the disposition of property as noted below.

Respectfully submitted,



Ann Clough  
Deputy Finance Officer

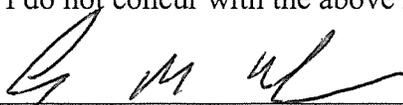
**Recommendation:** It is recommended that the City Commission authorize the following:

**Reject bids for the 1988 Oshkosh Snow Plow and sell through online public auction the Snow Plow and the 1995 International 4700 Oil Distributor which received no bids.**

It is further recommended that the following surplus vehicle and mower bids be awarded to the highest bidders: The 1972 Chevrolet Custom 30 Chassis to Gregory Gusso of Yankton, SD for \$52.00; the 1994 Chevrolet 1-Ton Truck with dump box to Donnie Robinson of Yankton, SD for \$585.00; the 1997 International 4700 Truck with dump box to Bob Ryken of Yankton, SD for \$3,000.00; the 2012 Chevrolet Caprice-VIN #4297 to Baybridge Motors/Yousef Dabbagh of Island Lake, IL for \$\$4,308.00; the 2013 Chevrolet Caprice-VIN #5237 to Baybridge Motors/Yousef Dabbagh of Island Lake, IL for \$\$4,008.00; and the 2002 Zetron 'Brat' Country Clipper Lawn Mower to H & L Truck Repair of Yankton, SD for \$250.00 as detailed in Memorandum #17-250.

I concur with the above recommendation

I do not concur with the above recommendation



Amy Nelson, City Manager

\_\_\_\_ Roll call

## Memorandum #17-253

*To: Amy Nelson, City Manager*  
*From: Todd R. Larson, Director of Parks, Recreation, & City Events*  
*Subject: Request for funding for Riverside Baseball Concession Stand Reimbursement*  
*Date: November 17, 2017*

---

The Yankton Optimist Club would like to request the City participate in the Riverside Baseball Concession Stand remodel project by reimbursing 1/3 of the funds spent. The Optimist Club remodeled the interior of the concession stand and installed new countertops, sink, cupboards under the countertop, and also replaced the serving platform at the bottom of the serving windows. The total costs to remodel came to \$4,347.41, of which they request the City participate at 1/3 of costs which would be \$1,449.14. This is an unbudgeted request.

**Recommendation: City Staff recommend the City participate in this project reimbursement, at the amount of \$1,449.14, as it is an improvement to the City owned property and if approved, to determine where said unbudgeted amount should come from.**

Respectfully submitted,



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

I concur with this recommendation.

I do not concur with this recommendation.



Amy Nelson, City Manager

Roll call

**Memorandum #17-259**

**TO:** Mayor and City Commissioners

**FROM:** Ross Den Herder, City Attorney and Amy Nelson, City Manager 

**DATE:** November 3, 2017

**RE:** Protocol for City Commission Meetings

The City Manager and City Attorney would like clarification on the protocol for the way several items are handled at the City Commission Meetings. Specifically, we believe it is beneficial to make clear the nature of the “Public Appearances” portion of the meeting. We would also like the City Commission to consider formalizing the process through which City Commissioners can request to place items on the regular City Commission Agenda.

Attachment A is the copy of the City of Yankton’s ordinances pertaining to City Commission meetings. Section 2.35 and Section 2.36 lay out the responsibilities of preparing the agenda and the order of business of the City Commission meetings.

According to Section 2.35 the Finance Officer is responsible for the agenda. The responsibility lies within the finance office in most South Dakota municipalities because the Finance Officer is typically the custodian of all municipal records. In practice, the City Manager works with the Finance Officer to compile the agenda. The City Manager’s office compiles the information that is to be placed on the agenda.

Although South Dakota Codified Law requires the publication of agendas for board meetings, it does not generally regulate how discussion topics are added to the agendas. This is set up locally informally through policy or custom, or formally through ordinance. The process can be changed by the governing board as appropriate over time.

In recent years, we have updated the language on our agendas to reflect a more modern and friendly meeting atmosphere. What we call Public Appearances is what is referenced in Section 2.36 (a)(1) c. “Recognition of visitors”. This is interpreted on our agendas as a time for persons to address the City Commission on items *not* on listed on the agenda. There is no statute or local ordinance indicating that City Commissioners cannot address the Commission during this time. That said, however, this really should be discouraged because a matter cannot be discussed or deliberated by the full City Commission unless it is on the published agenda. For these reasons, we recommend that public appearances (or more formally, “recognition of visitors”) should be reserved for the public. Matters that an individual City Commissioner would like to address be placed on a formal City Commission agenda.

The follow-up question then, is how to place items on the City Commission agenda if you are a City Commissioner. To our knowledge, the City of Yankton has never had a formal process for this to occur. State Statute also does not define how this should occur.

Traditionally, if a topic (other than a regular business item) is brought up by a City Commissioner who requests that the City Manager or Finance Officer place it on the agenda, the Commissioner is asked if they have visited with their fellow Commissioners to gauge interest. If it has been discussed amongst a number of Commissioners, it typically gets placed on an agenda. At times, a topic comes up through discussions on other business items during a City Commission meeting and staff is requested or directed to place that particular item on a future agenda. This process can remain as it is if this is working for the City Commission.

Alternatively, we can formalize the process for you so that you (and all future Commissions) have a clear understanding of how to place items on the agenda, as well as understand who is placing what on the agenda.

We have developed a draft form that could be utilized by City Commissioners that want to place items on the agenda. That draft form is attached. A City Commissioner can fill out and submit the form to either the City Finance Officer or the City Manager. The City Manager will review the form, conduct appropriate research and place the item on a future Work Session or City Commission agenda. The memo associated with the item will include a reference to the Commissioner who placed the item on the agenda.

If the Commission proceeds with this process, it is unlikely the Finance Officer or City Manager will decline an agenda request, but reasonable exceptions may be appropriate. For instance, one exception would be matters appropriate for executive session, which would instead be discussed by the Commission during an executive session. The Finance Officer and City Manager would also need to maintain appropriate discretion in determining which meeting or work session the agenda item would be discussed.

This does provide an easily understood framework for individual City Commissioners to discuss specific topics of personal interest with the entire Commission. In addition, this provides an additional level of transparency in that citizens have access to the published agenda containing all matters to be discussed by their elected officials, and they can determine whether they want to attend and engage in the City Commission's discussion.

**Recommendation: Staff recommends the City Commission discuss the topics of the use of public appearances and the process under which City Commissioners can place items on the published agenda. A motion pertaining to the use of public appearances and (if the Commission would like) a formalized process for placing items on the agenda is requested.**

- **Sec. 2-35. - Preparation of agenda.**

The Finance Officer, under the supervision of the city manager, shall prepare the agenda for each meeting of the board of commissioners.

- **Sec. 2-36. - Order of business.**

(a)

The order of business at a meeting of the board of commissioners shall be as follows:

(1)

Routine business.

- a. Roll call.
- b. Consideration of previous minutes.
- c. Recognition of visitors.

(2) Consent agenda.

- a. Establish dates for hearings.
- b. Consider application for licenses.
- c. Resolutions approving plats outside the city.
- d. Bills.
- e. Other routine items.

Any member of the commission may request at the opening of the meeting that an item on the consent agenda be moved to the regular agenda. The city manager may place an item on the regular agenda if there is a need for discussion of the item.

(3) Old business.

(4) New business.

(5) Other business.

(6) Adjournment.

(b) The provisions of subsection (a) may be temporarily suspended at any meeting by the affirmative vote of two-thirds ( 2/3 ) of the commissioners present.

(Rev. Ords. 1949, § 1.104; Ord. No. 699, § 1, 6-13-94)

CITY OF YANKTON  
COMMISSIONER AGENDA REQUEST

TO: CITY MANAGER / CITY FINANCE OFFICER

DATE: \_\_\_\_\_

COMMISSIONER'S NAME: \_\_\_\_\_

TOPIC TO BE ADDRESSED:

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SPECIFIC PURPOSE OF THE REQUEST:

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DRAFT

\_\_\_\_\_ WORKSESSION

\_\_\_\_\_ REGULAR CITY COMMISSION AGENDA

UPON RECEIVING AGENDA REQUESTS, STAFF WILL RESEARCH THE ITEM AND SCHEDULE IT FOR A FUTURE CITY COMMISSION WORK SESSION / CITY COMMISSION MEETING.



416 Walnut St  
PO Box 176  
Yankton, SD 57078-0176  
Phone (605) 668-5221  
[www.cityofyankton.org](http://www.cityofyankton.org)

EQUAL OPPORTUNITY EMPLOYER

## *Memorandum #17-262*

**To:** City Commission  
**From:** Finance Officer  
**Date:** 11/20/2017  
**Subject:** First Reading of Ordinance #1001, Amending Ordinance #989, the 2017 Annual Appropriation Ordinance and Set December 11, 2017 as Second Reading and Public Hearing of Said Ordinance

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Attached to this Memorandum is Ordinance #1001, the second supplement to Ordinance #989, the 2017 annual appropriation ordinance. The individual supplements are described and the amounts are as such:

1. **Traffic Control** from \$29,306.00 to \$49,306.00, an increase of \$20,000.00 in account 101.126.101 for wages for an employee who was split between two departments after the original annual budget ordinance was adopted, and from \$294,710.00 to \$324,710.00, an increase of \$30,000.00 in account 101.126.272 for electricity for street lights that have been added throughout the City. This increases Traffic Control total appropriations from \$402,103.00 to \$452,103.00, an increase of \$50,000.00. Financing for this increase will be from an increase in un-appropriated fund balance carried forward from 2016.
2. **Total Public Works** from \$4,156,894.00 to \$4,206,894.00, an increase of \$50,000.00 as outlined **Number (1)** above.
3. **Total General Fund Appropriations** from \$15,899,656.00 to \$15,949,656.00, an increase of \$50,000.00 as outlined in **numbers (1-2)** above.
4. **Un-appropriated Fund Balance** from \$3,182,356.00 to \$3,232,356.00, an increase of \$50,000.00 in un-appropriated fund balance (2016 carry-over).
5. **Total Means of Finance** from \$15,899,656.00 to \$15,949,656.00, an increase of \$50,000.00 as outlined in **number (4)** above.
6. **Business Improvement District** from \$120,300.00 to \$250,300.00, an increase of \$130,000.00 in account 209.209.202 Professional Services for increased expenses approved by the BID Board and City Commission for NFAA and Yankton Convention and Visitor Bureau funding. This increases Business Improvement District total appropriations from \$120,300.00 to \$250,300.00, an increase of \$130,000.00. Financing for this increase will be a \$130,000.00 increase in the unappropriated fund balance as explained in **number (8)** below.
7. **Special Revenue Total Appropriations** from \$6,535,571.00 to \$6,665,571.00, an increase of \$130,000.00 as explained in **number (6)** above.

\_\_\_\_\_ Establish public hearing

8. **Special Revenue Unappropriated Fund Balance** from \$1,004,426.00 to \$1,134,426.00, an increase of \$130,000.00 as explained in **number (6)** above.
9. **Special Revenue Total Means of Finance** from \$7,474,313.00 to \$7,604,313.00, an increase of \$130,000.00 as explained in **number (8)** above.
10. **Public Improvement** from \$0.00 to \$100.00, an increase of \$100.00 in account 501.501.388 for RTEC CDBG Grant for grant funding reimbursed to the City by grant revenues. This increases Public Improvement total appropriations from \$0.00 to \$100.00, an increase of \$100.00. Financing for this increase will be from grant revenues.
11. **Tax Increment District #6** from \$0.00 to \$75,000.00, an increase of \$75,000.00 in account 511.588.566 for Tax Increment reimbursement to YAPG (the developer for Westbrook Estates Phase 1). This increases Tax Increment #6 total appropriations from \$0.00 to \$75,000.00, an increase of \$75,000.00. Financing for this increase will be a \$75,000.00 increase in the tax increment revenues.
12. **Tax Increment District #8** from \$0.00 to \$100.00, an increase of \$100.00 in account 513.588.202 Professional Services for publication of public hearings for TID #8. Financing for the increase will be from a temporary loan from the Special Capital Improvement Fund (506) until tax increment revenues occur.
13. **Total Capital Appropriations** from \$8,696,238.00 to \$8,771,438.00, an increase of \$75,200.00 as explained in **numbers (10-12)** above.
14. **Public Improvement Revenue** from \$0.00 to \$100.00, an increase of \$100.00 for grant revenue as explained in **number (10)** above.
15. **TID #6 Westbrook Estates Phase 1 Revenue** from \$0.00 to \$75,000.00, an increase of \$75,000.00 Tax Increment Revenue as explained in **number (6)** above.
16. **Total Capital Projects Revenue** from \$6,277,900.00 to \$6,353,000.00, an increase of \$75,100.00 as explained in **numbers (14-15)** above.
17. **Loan from Special Capital Improvements Fund** from \$0.00 to \$100.00, an increase of \$100.00 as explained in **number (12)** above.
18. **Total Other Financing Sources** from \$289,000.00 to \$289,100.00, an increase of \$100.00 as explained in **number (17)** above.
19. **Total Capital Projects Means of Finance** from \$8,663,775.00 to \$8,738,975.00, an increase of \$75,200.00 as explained in **numbers (14-18)** above.

It is recommended that the City Commission conduct the first reading and set December 11, 2017 as the second reading and public hearing of Ordinance #1001, amending Ordinance #989, the 2017 Fiscal Year Budget Ordinance, and adopt said Ordinance.

Thank you,



Al Viereck  
Finance Officer

I concur with the above recommendation

I do not concur with the above recommendation

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Amy Nelson, City Manager

ORDINANCE NO. 1001

AN ORDINANCE AMENDING ORDINANCE NO. 989, THE 2017 ANNUAL  
APPROPRIATION ORDINANCE OF THE CITY OF YANKTON, S.D.

BE IT ORDAINED by the City of Yankton, South Dakota that Ordinance No. 989 is hereby amended by the Board of Commissioners of the City of Yankton, South Dakota, as such:

		<u>SECTION I - GENERAL FUND</u>		Ord. 993	Supplement	Total	Ord. 1001
A.	Appropriations						
	General Government:						
	Board of City Commissioners	\$ 159,446					
	City Manager	397,965					
	City Attorney	57,081					
	Finance Office	629,447					
	Information Services	383,403	1.	113,757	497,160		
	Community Development	458,255	2.	18,267	476,522		
	Contingency	<u>160,000</u>					
	<b>TOTAL GENERAL GOVERNMENT</b>	<u>2,245,597</u>	3.	132,024	<u>2,377,621</u>		
	Public Safety:						
	Police Department	3,395,506	4.	190,290	3,585,796		
	Animal Control	74,748					
	Fire Department	897,956	5.	26,005	923,961		
	Civil Defense	<u>5,415</u>					
	<b>TOTAL PUBLIC SAFETY</b>	<u>4,373,625</u>	6.	216,295	<u>4,589,920</u>		
	Public Works:						
	Engineering & Inspection	638,649					
	Street & Highways	1,933,651					
	Snow & Ice Removal	199,020	7.	57,486	256,506		
	City Hall	205,426	8.	10,000	215,426		
	Traffic Control	402,103				1.	50,000
	Chan Gurney Airport	<u>710,559</u>					452,103
	<b>TOTAL PUBLIC WORKS</b>	<u>4,089,408</u>	9.	67,486	<u>4,156,894</u>	2.	50,000
							<u>4,206,894</u>

Ord. 1001

Special Appropriations 130,064  
 TOTAL SPECIAL APPROPRIATIONS 130,064

Culture - Recreation:

Senior Citizens Center 65,706 10. 3,000 68,706  
 Community Library 791,394

TOTAL CULTURE - RECREATION 857,100 11. 3,000 860,100

Other Financing Uses / Transfers Out 3,690,438 12. 94,619 3,785,057

TOTAL OTHER FINANCING USES 3,690,438 12. 94,619 3,785,057

TOTAL APPROPRIATIONS \$ 15,386,232 13. 513,424 \$ 15,899,656 3. 50,000 \$ 15,949,656

Ord. 993

Supplement

Total

B. Means of finance

Unappropriated Fund Balances \$ 2,668,932 14. 513,424 \$ 3,182,356 4. 50,000 \$ 3,232,356

Current Property Taxes 2,556,526

Sales & Other Taxes 5,608,091

Licenses & Permits 352,675

Intergovernmental Revenue 1,573,867

Charges for Goods & Services 2,317,762

Fines & Forfeits 14,500

Miscellaneous Revenues 35,500

TOTAL REVENUE 12,458,921

Other Financing Sources / Transfers In 258,379

TOTAL MEANS OF FINANCE \$ 15,386,232 15. 513,424 \$ 15,899,656 5. 50,000 \$ 15,949,656

Ord.1001

SECTION II - SPECIAL REVENUE

A. Appropriations

Parks & Recreation	\$ 1,476,341	16.	11,000	\$ 1,487,341		
Memorial Park Pool	230,312	17.	4,000	234,312		
Summit Activies Center	791,342					
Marne Creek	209,861	18.	14,000	223,861		
Casualty Reserve Fund	5,000					
Bridge & Street Fund	1,482,321					
911/Dispatch	1,426,343					
Business Improvement District	120,300				6.	130,000 250,300
Lodging Sales Tax	713,740	19.	6,291	720,031		
Infrastructure Improvement Revolving - T	<u>44,720</u>					
 TOTAL APPROPRIATIONS	 <u>\$ 6,500,280</u>	20.	35,291	<u>\$ 6,535,571</u>	7.	130,000 <u>\$ 6,665,571</u>

B. Means Of Finance

Unappropriated Fund Balance	<u>\$ 984,135</u>	21.	20,291	<u>\$ 1,004,426</u>	8.	130,000 <u>\$ 1,134,426</u>
 Parks & Recreation Revenue	 54,130					
Memorial Pool Revenue	52,100					
Summit Activies Center Revenue	462,895					
Marne Creek Revenue	300					
Casualty Reserve - Interest	125					
Bridge & Street Revenue	876,527					
911/Dispatch	213,253					
Business Improvement District	121,000					
Lodging Tax	626,186					
Infrastructure Improvement Revolving	<u>44,720</u>					
TOTAL REVENUE	<u>2,451,236</u>					
 Transfer From General Fund	 <u>3,291,521</u>	22.	15,000	<u>3,306,521</u>		
Transfer From Special Capital Fund	<u>712,130</u>					
 TOTAL MEANS OF FINANCE	 <u>\$ 7,439,022</u>	23.	35,291	<u>\$ 7,474,313</u>	9.	130,000 <u>\$ 7,604,313</u>

SECTION III - CAPITAL PROJECT FUNDS

		Ord. 993	Supplement	Total	Ord. 1001		
A.	Appropriations						
	Public Improvement	\$ -			10.	100	\$ 100
	Airport Capital Projects	800,000					
	Park Capital Projects	112,500	24.	79,619			192,119
	Infrastructure Improvement Construction	100,000					
	Special Capital Improvement	6,280,237	25.	1,073,617			7,353,854
	Tax Incr. District #2 Morgan Square	57,000					
	Tax Incr. District #5 Menards	193,265					
	Tax Incr. Dist. #6 Westbrook Phase 1				11.	75,000	75,000
	Tax Incr. Dist. #8 Westbrook Phase 2				12.	100	100
	<b>TOTAL APPROPRIATIONS</b>	<u>\$ 7,543,002</u>	26.	1,153,236	13.	75,200	<u>\$ 8,771,438</u>
B.	Means of Finance						
	Unappropriated Fund Balance	<u>\$ 1,023,258</u>	27.	1,073,617			<u>\$ 2,096,875</u>
	Public Improvement Revenue	-				100	100
	Airport Capital Projects	760,000			14.		
	Special Capital Improvement	5,320,900					
	TID #2 Morgan Square	57,000					
	TID #5 Menards	140,000					
	TID #6 Westbrook				15.	75,000	75,000
	<b>TOTAL REVENUE</b>	<u>6,277,900</u>			16.	75,100	<u>6,353,000</u>
	Loan from Special Capital Imp. Fund				17.	100	100
	Transfer from General Fund	106,396	28.	79,619			186,015
	Transfer from BBB Fund	58,265					
	Transfer from Infrastructure Impr. Fund	44,720					
	Transfer from Special Capital Fund	-					
	<b>TOTAL OTHER FINANCING SOURCES</b>	<u>209,381</u>	29.	79,619	18.	100	<u>289,100</u>
	<b>TOTAL MEANS OF FINANCE</b>	<u>\$ 7,510,539</u>	30.	1,153,236	19.	75,200	<u>\$ 8,738,975</u>

SECTION VII - EFFECTIVE DATE

This Ordinance being necessary for the support of the government of the City of Yankton and its existing institutions shall take effect upon its passage and publication.

Adopted:

\_\_\_\_\_  
Jake Hoffner, Mayor

ATTEST :

\_\_\_\_\_  
Al Viereck, Finance Officer

Introduction and first reading: November 27, 2017

Second reading : December 11, 2017

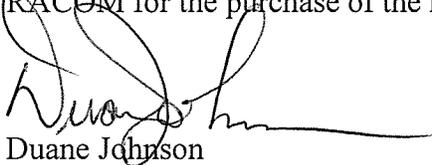
Published in the Yankton Daily Press and Dakotan, Official Newspaper:

**Memorandum #17-263**

**To: City Commission**  
**From: Duane Johnson, Information & Technology Services Director**  
**Date: November 17, 2017**  
**Subject: Surplus Police Radios**

The City of Yankton has a desire to surplus thirty-one (31) portable radios with batteries and sixteen (16) mobile radios which have been determined to be no longer necessary, useful or suitable for the purpose for which it was acquired. In order for the City to trade in the old radios, the City Commission must declare these item surplus by adopting a surplus property resolution as required by SDCL 6-13-1.

Resolution #17-64 declares the radios as surplus. The declared property has been traded in to RACOM for the purchase of the new Harris police radios.



Duane Johnson  
Information & Technology Services Director

**Recommendation: It is recommended that the City Commission adopt Resolution #17-64 and authorize the trade in of the surplus radio equipment.**

I concur with the above recommendation

I do not concur with the above recommendation



Amy Nelson, City Manager

\_\_\_\_ Roll call

**RESOLUTION #17-64**

**WHEREAS**, SDCL 6-13-1 requires a municipality owning personal property which is no longer necessary, useful, or suitable for municipal purposes shall, by resolution, declare it surplus and may, by resolution, order the sale, trade, destruction or other disposal of said personal property.

**NOW, THEREFORE, BE IT RESOLVED** that the following personal property be declared no longer necessary, useful, or suitable for municipal purposes and said property shall be traded in in accordance with SDCL 6-13-1, et sequential:

SURPLUS PROPERTY TO BE TRADED IN

**Thirty-one (31) portable radios and batteries and sixteen (16) mobile radios.**

Adopted:

\_\_\_\_\_  
Jake Hoffner, Mayor

Attest:

\_\_\_\_\_  
Al Viereck, Finance Officer