



**CITY OF YANKTON**

**2016\_01\_25**

**COMMISSION MEETING**

# **YANKTON BOARD OF CITY COMMISSIONERS**

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

**Monday, January 25, 2016**

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

## **I. ROUTINE BUSINESS**

### **1. Roll Call**

### **2. Approve Minutes of regular meeting of January 11, 2016 and Special Meeting of January 8, 2016**

**Attachment I-2**

### **3. Schedule of Bills**

**Attachment I-3**

### **4. City Manager's Report**

**Attachment I-4**

### **5. Public Appearances**

## **II. CONSENT ITEMS**

### **1. Transient Merchant License and Special Events Dance License**

Consideration of Memorandum #16-16 recommending approval of the applications from the Riverboat Days Committee for:

A) Transient Merchant License for August 19 to 21, 2016;

B) Special Events Dance License for August 19 to 21, 2016

**Attachment II-1**

### **2. Transient Merchant License and Special Events Dance License**

Consideration of Memorandum #16-02 recommending approval of the applications from the Ribfest Committee for:

A) Transient Merchant License for June 3-4, 2016;

B) Special Events Dance License for June 3-4, 2016

**Attachment II-2**

### **3. Assessment Roll; Alley project, set public hearing**

Consideration of Memorandum #16-15 and Resolution #16-04, recommending that February 8, 2016, be established as the date for a public hearing on the special assessment roll for Assessment Project to Pave the North-South Alley from 9th Street to 10th Street, between Walnut Street and Douglas Avenue

**Attachment II-3**

### **4. Establish public hearing for sale of alcoholic beverages**

Establish February 8, 2016, as the date for the public hearing on the request for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for one day, February 21, 2016, from the Center (Christy Hauer, Executive Director), 900 Whiting Drive, Yankton, South Dakota

**Attachment II-4**

**5. Transient Merchant License and Special Events Dance License**

Consideration of Memorandum #16-31 recommending approval of the applications from the Harvest Halloween for:

A) Transient Merchant License for May 1, 2016 – October 31, 2016;

B) Special Events Dance License for October 29, 2016

**Attachment II-5**

**6. Establish public hearing for a New Retail Malt Beverage License**

Establish February 8, 2016, as the date for the public hearing for a New Retail (on-off sale) Malt Beverage License for July 1, 2015, to June 30, 2016, from Willa B's, LLC d/b/a Willa B's Bistro & Emporium, (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A, Yankton, S.D.

**Attachment II-6**

**7. Establish public hearing for a New Retail Wine License**

Establish February 8, 2016, as the date for the public hearing for a New Retail (on-off sale) Wine License for January 1, 2016, to December 31, 2016 from Willa B's, LLC d/b/a Willa B's Bistro & Emporium, (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A, Yankton, S.D.

**Attachment II-7**

**8. Possible Quorum Event**

February 9, 2016, meeting in Pierre, no official commission action

**III. OLD BUSINESS**

**1. Public hearing for sale of alcoholic beverages**

Consideration of Memorandum #16-17 regarding the request for a Special Events Retail (on-sale) Malt Beverage and a Special Retail (on-sale) Wine Dealers License for three days, August 19-21, 2016, from Yankton Area Riverboat Days Inc., (Milissa Wuebben, treasurer) Riverside Park, Yankton, SD.

**Attachment III-1**

**2. Public hearing for sale of alcoholic beverages**

Consideration of Memorandum #16-18 regarding the request for a Special Events Retail (on-sale) Malt Beverage and a Special Retail (on-sale) Wine Dealers License for three days, August 19-21, 2016, from Yankton Area Riverboat Days Inc., (Milissa Wuebben, treasurer) City Hall Auditorium, Yankton, SD.

**Attachment III-2**

**3. Public hearing for sale of alcoholic beverages**

Consideration of Memorandum #16-19 regarding the request for a Special Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 2 days, June 3 & 4, 2016, from Yankton Rockin' Ribfest, Inc., (Kristy Wyland, President) d/b/a Yankton Rockin' Ribfest, Inc., Memorial Park, 2000 Douglas Avenue, Yankton, S.D

**Attachment III-3**

- 4. Public hearing for sale of alcoholic beverages**  
Consideration of Memorandum #16-20 regarding the request for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 1 day, April 30, 2016, from The Center (Christy Hauer, Executive Director), 900 Whiting Drive, Yankton, SD  
**Attachment III-4**
- 5. Public hearing for sale of alcoholic beverages**  
Consideration of Memorandum #16-21 regarding the request for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 1 day, January 29, 2016, from Lewis & Clark Theatre, Yankton, SD  
**Attachment III-5**
- 6. Public hearing for a New Retail Wine License**  
Consideration of Memorandum #16-22 regarding the request for a New Retail (on-off sale) Wine License for January 1, 2016, to December 31, 2016, from Coraima's LLC., d/b/a Coraima's Mexican Store, (Edras Chua, Partner) 401 Picotte Street, Yankton, S.D.  
**Attachment III-6**
- 7. Public hearing for a transfer of ownership**  
Consideration of Memorandum #16-23 regarding the transfer of ownership of a Package (off-sale) Liquor License for January 1, 2016, to December 31, 2016, from Shree, LLC, (Dipan Patel, Business Owner) d/b/a JR's Oasis, to Shreenish, LLC, (Dipan Patel, Business Owner) d/b/a JR's Oasis, 2404 E. Highway 50, Yankton, S.D.  
**Attachment III-7**
- 8. Public hearing for a transfer of Malt Beverage & SD Farm Wine**  
Consideration of Memorandum #16-24 regarding the transfer of a Retail (on-off sale) Malt Beverage & SD Farm Wine License for July 1, 2015, to June 30, 2016, from KA-CHING KA-CHING, Inc., dba KA-CHING KA-CHING, 807 Bill Baggs Road, to Shree, LLC, (Dipan Patel, Business Owner) d/b/a Muggsy's Sub Galley, 821 Broadway, Yankton, S.D.  
**Attachment III-8**
- IV. NEW BUSINESS**

  - 1. State Bid – Truck Purchase for Cemetery**  
Consideration of Memorandum #16-32 regarding Truck Purchase for Central Garage from State Bid  
**Attachment IV-1**
  - 2. Planning Commission Recommendation – Plat Review**  
Consideration of Memorandum #16-28 in support of Resolution #16-05, a Plat review of Lot 7, Block 1, East 50 Industrial Park, in Government Lot 3, Section 16, T93N, R55W, of the 5<sup>th</sup> P.M., Yankton County, South Dakota. Address, 2600 Mopar Lane. Terry Saylor, owner.  
**Attachment IV-2**
  - 3. Westbrook Estates**  
Consideration of Memorandum #16-27 regarding Acceptance of the Sanitary Sewer, Storm Sewer and Street Improvements for Phase I of the Westbrook Estates Housing Project  
**Attachment IV-3**

4. **Retail Market Study**  
Consideration of Memorandum #16-29, recommending approval of a contract with Green / Hoffman for the second phase of Yankton's a Retail Market Study  
**Attachment IV-4**
  
5. **Introduction and First Reading – Budget Ordinance**  
Introduction, first reading of Ordinance #985, the first reading and establishing February 8, 2016, as the date for the second reading and public hearing regarding the first supplement to the 2016 annual appropriation Ordinance #981  
**Attachment IV-5**
  
6. **Commission Travel Opportunity**  
Consideration of Memorandum #16-33 regarding Commission Travel Opportunity  
**Attachment IV-6**
  
7. **Introduction and First Reading – Taxi Cab Ordinance**  
Introduction, first reading of Ordinance #986, the first reading and establishing February 8, 2016, as the date for the second reading and public hearing regarding Taxi Cab Ordinance Revision  
**Attachment IV-7**

**V. ADJOURN THE MEETING OF JANUARY 25, 2016**

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  
JANUARY 11, 2016**

Regular meeting of the Board of City Commissioners of the City of Yankton was called to order by Mayor Carda.

**Roll Call:** Present: Commissioners Ferdig, Gross, Hoffner, Johnson, Knoff, Miner, Sommer, and Woerner. City Manager Nelson was also present. Absent: City Attorney Den Herder.

Quorum present.

Action 16-02

Moved by Commissioner Knoff, seconded by Commissioner Gross, to approve the Minutes of the regular meeting of December 21, 2015.

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

Motion adopted.

Action 16-03

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

A T & T-Cell Phone-\$390.45; A-Ox Welding Supply Co Inc-Recharge Ext-\$10.50; Advanced Weighing Systems Inc-Landfill SW Renewal-\$1,595.00; Associated Supply Co-Pool Seal Kit-\$973.34; Banner Associates Inc-Design SW Scale-\$15,750.00; Bering Sales-Name Badge-\$24.84; Bierschbach Equip & Supply-Bandit-\$1,242.50; Blackstrap Inc-Road Salt-\$11,516.85; Borchers Supply Inc-Chemicals-\$2,775.00; Boys & Girls Club-CDBG Grant No. 2-\$37,988.42; Brosz Engineering Inc-Cedar St Bridge-\$21,445.00; Buhl's Laundry Cleaners Inc-Uniforms-\$12.60; Centurylink-Phone-Dec-\$1,652.85; Chesterman Company-Pop-\$99.15; City of Vermillion-Jt Power Cash Trans-\$31,830.09; City of Yankton-Central Garage Rubbish-\$30.00; City of Yankton-Parks Garbage-\$62.55; City of Yankton-Solid Waste Compacted Garbage-\$11,855.25; City of Yankton-Street Rubbish-\$5.00; City Utilities-Water-WW Charges-\$3,375.54; Conkling Dist-Beer-\$9.35; Credit Collection Service Inc-Ut Collection-Nov-\$222.17; CSI Software-Monthly Fees-\$599.00; D-P Tools-Wrench-\$374.15; Dakota Beverage Co Inc-Beer-\$159.75; Danko Emergency Equipment-Supplies-\$301.60; Department of Revenue-License Fee-\$275.00; Dept of Corrections-DOC Work Program-\$1,201.71; Dept of Revenue-Annual Wastewater Fee-\$12,500.00; DEX Media East-Phone Book-\$31.00; Dougherty & Company LLC-SERVICE FEE-\$700.00; Ethanol Products LLC-Carbon Dioxide-\$65.46; Fedex-Postage-\$11.81; Feimer Construction-Watermain-\$523,163.76; Finance Dept-Petty Cash-\$29.42; Flannery/Kirt-Officer Stipend-\$25.00; Frick/Adam-Officer Stipend-\$25.00; Frick/Brian-Officer Stipend-\$50.00; Hancock Concrete Products LLC-PIPE-\$6,379.82; Hanson Briggs Advertising Inc-Water Bottles-\$905.82; Hawkins Inc-Hydroxide-\$3,469.80; Hedahl's Parts Plus-Master Cylinders-\$783.71; Intl Inst of Mun Clerks-Membership Renewal-\$250.00; J & H Care & Cleaning Company-Janitorial Service-\$2,795.00; Kadrmas Lee & Jackson Inc-Apron Expansion-\$6,889.50; Kaiser Heating & Cooling Inc-Repairs-\$223.46; Kline's Jewelry-Retirement Watch-\$90.99; Kuehler/Dave-Safety Glasses-\$60.00; KVHT Radio Station-Holiday Ads-\$60.00; Light And Siren-Lights-\$347.25; List Electric Inc-Light Replacement-\$1,224.49; Login Inc dba IACP-Net Subscription-\$875.00; Long's Propane Inc-Propane-\$347.80; Mcgrath North Mullin & Kratz-Professional Serv-\$174.00; Mejorando Group-Strategic Plan Session-\$13,000.00; Midamerican Energy-Fuel-Dec-\$5,774.86; Midamerican Energy-Fuel-Nov-\$7,204.37; Midwest Alarm Company Inc-Fire Alarm Monitor-\$156.00; Midwest Laboratories Inc-Lab Testing-\$2,408.60; Midwest Tape-Audio Books-\$520.87; Midwest Turf & Irrigation-Part-\$2,325.74;

Minerva's-Christmas Party-\$4,019.89; Mitchell/Abbie-Winter Work Out-\$480.00; Mitchell/Dan-Winter Work Out-\$480.00; Moser/Brad-Officer Stipend-\$25.00; Moser/Darren-Travel Expense-\$12.60; MW Automotive Services-Vehicle Towing-\$80.00; Nebraska Journal-Leader-Holiday Ad-\$29.95; Northwestern Energy-Elect-Dec-\$66,082.22; Observer-Advertising-\$48.00; Oil Price Information Service-Report-\$768.00; Olson/Jeremy-Boot Reimbursement-\$125.00; Olson's Pest Technicians Inc-Chemicals-\$68.00; Overhead Door Co-Door Repairs-\$100.00; Petroleum Traders Corp-Fuel-\$6,844.40; Quill Corporation-Office Supplies-\$77.98; Racom Corporation-Maintenance Contract-\$10,008.08; Riverside Hydraulics Inc-Coupler-\$89.70; Sd Public Assurance Alliance-Insurance-\$481.95; Sheehan Mack Sales & Equip Inc-Parts-\$4,978.85; Shoberg/Greg-Boot Reimbursement-\$96.25; Sioux City Foundry Co-Blades-\$1,129.60; Sioux Falls Two Way Radio Svs-Connectors-\$35.94; South Dakota Firefighters Assn-Membership Dues-\$1,075.00; Task Force Tips-Shipping-\$10.05; Tom's Electric-Light-\$7,568.50; Traffic Control Corp-Bracket Assembly-\$170.00; Turfwerks-Supplies-\$1,539.68; United Parcel Service Inc-Postage-Dec-\$284.77; Vellek/Frank-Range Lease-\$900.00; Voyles/Jesse-Refund-\$924.48; Walt's Homestyle Foods Inc-Entree-\$50.40; Welfl Construction Corp-Collector Well-\$59,896.65; Western Office Products-Easel-\$214.21; Woehl/Toby-Officer Stipend-\$25.00; Xerox Corporation-Copier Lease-\$261.46; Xerox Corporation-Copier Lease-\$337.41; Yankton Ag Service-Chemicals-\$357.50; Yankton Area Ice Association-Nov/Dec Payment-\$3,188.07; Yankton County Weed Dept-Chemicals-\$1,259.50; Yankton Police Department-Petty Cash-\$30.00; Yankton Volunteer Fire Department-Fire Calls Nov/Dec-\$3,930.00; Ziegler/William-Officer Stipend-\$50.00; A & B Business Inc-Copier Maintenance-\$401.30; AccuCut-Office Supplies-\$112.00; Ace Hardware-Coffee Pot-\$758.93; AIRNAV-Web Site Renewal-\$77.00; Allegnt Travel-Meeting-\$1,574.83; Amazon Mktplace Pmts-Uniform Allowance-\$255.90; Amazon.Com-Recreation Supplies-\$275.35; American Floor Mats-Mats-\$333.48; Appeara-Towels-\$239.65; Arby's-Travel Expense-\$15.39; ARC Services/Training-Red Cross Fees-\$950.00; AT & T Bill Payment-AT & T Mobility-\$314.32; Baker-Taylor-Books-\$3,567.81; Bomgaars-Wheel Charger/Hose Reel-\$2,991.74; Coffee Cups-Mileage FBI Minneapolis-\$19.40; Brodart Supplies-Office Supplies-\$20.83; Bullex Digital Safety-Fire Ext Trainer-\$5,149.06; Butler Machinery-Parts-\$83.44; Casey's Gen Store-Staff Appreciation-\$15.98; Castaways-Travel Expense-\$13.62; Center Point-Books-\$156.49; Christensen Radiator & Equipment-Supplies-\$272.92; Consolidated Plastics-Office Furniture-\$353.97; Cosmopolitan Magazine-Magazine Subscription-\$34.97; Cox Auto Supply-Tools-\$980.62; Crescent Electric-Lamps-\$1,551.76; Culvers-Travel Expense-\$10.35; Wall St Journal-Newspaper Subscription-\$536.80; Dayhuff Enterprises-Janitorial Supplies-\$344.20; Delta-Meeting-\$1,007.40; Dogtra Company-Electric Collar-\$233.99; Dollamur Sports Surface-Tape Mats-\$79.98; Dollartree-Office Supplies-\$35.62; Dunham's-Recreation Supplies-\$44.99; Ehresmann Engineering-Storage-\$481.68; Envision Ware-Professional Services-\$891.95; Factoryoutletstore.Com-Radio Battery-\$29.95; Farm & Home Publishers-Books-\$100.80; Fastenal Company-Cleaning Supplies-\$393.13; Flatlanders Kitchen-Travel Expense-\$21.00; Fred Haar Company-Equipment Repair-\$138.09; Fuddruckers-Travel Expense-\$11.75; Glock Professional Inc-School-\$500.00; Good Housekeeping-Magazine Subscription-\$7.77; Grey House Publishing-Book-\$292.75; Hampton Inn And Suites-Lodging-\$294.78; Harding Glass-Building Repair - Mirror-\$801.02; Hedahl's-Batteries-\$595.27; Holiday Stnstore-Mileage FBI Minneapolis-\$8.10; Holiday Stnstore-Fuel-\$28.98; Homedepot.Com-Drill Press-\$847.59; Hy-Vee Gas-Fuel-\$28.00; Hy-Vee-Meeting-\$199.69; IACP-Membership-\$150.00; In Neu Pond & Landscape-Retaining Wall-\$1,200.00; Independence Waste-Rentals-\$433.90; Inland Truck Parts-Part-\$62.07; Intl Code Council Inc-Code Books-\$1,170.99; Jacks Uniforms & Equipment-Uniform-\$342.89; JCL Solutions-Cleaning Supplies-\$292.65; JCPenney-Uniform Allowance-\$140.94; Jimmy Johns-Travel Expense-\$9.88; John E Reid And Assoc-Training-\$500.00; Kaiser Heating & Cooling-HVAC Filters-\$152.72; Kaiser Refrigeration-Park Supplies-\$455.96; KMart-Paper Towels-

\$106.91; Kwik Trip-Mileage Fbi Minneapolis-\$27.50; Larry's Heating-Building Repair-\$216.19; Larsen Carpet-Gym Floor Glue-\$180.00; Leupold and Stevens-Merchandise-\$1,420.11; Locators And Supplies-Equipment Repair-\$2,746.72; Marks Machinery Inc-Tire/Cutter Blades-\$2,058.68; Mavericklabel.Com-Golf Cart Permits-\$215.29; Mavericks Steak and Co-Travel Expense-\$17.67; McDonalds-Travel Expense-\$16.46; Mead Lumber-Storage-\$65.44; Menards-Water Heaters-\$400.68; Menards-Faucets & Plumbing-\$1,587.95; Microfilm Imaging Syst-Microfilm Maintenance Co-\$1,510.00; Midwest Radiator-Truck Repair-\$308.00; Mutt Mitt-Park Supplies-\$1,504.20; Myers Tire Supply-Tire Patches-\$161.17; NB Golf Cars-Club/Car Repair-\$137.05; NBS Calibrations-Balance-\$149.00; NFPA Natl Fire Protect-National Fire Code Subscription-\$1,331.10; Norfolk Daily News-Newspaper Subscription-\$243.00; Northern Truck Equip-Equipment Parts-\$1,089.43; Northtown Automotive-Part-\$294.55; Olsons Pest Technician-Chemicals-\$68.00; O'Reilly Auto-Starter-\$174.79; Oriental Trading Co-Program Supplies-\$93.93; Overhead Door Co-Shop Repair-\$105.50; Paypal-Buyfitnesso-Recreation Supplies-\$169.94; Paypal-FFC Membership-\$100.00; Paypal-Fuserexpert-Office Supplies-\$59.00; Paypal-Printerxper-Office Supplies-\$23.37; Paypal-Tacticalgea-Boots-\$259.19; Paypal-Walmart-Dry Erase Board-\$636.31; Pbileasedequipment-Mailstation Rental-\$104.00; PCLiquidations.Com-Lab Temp Control-\$218.42; Popular Mechanics-Magazine Subscription-\$12.00; Postage Refill Mailstation-Postage-\$100.00; Qdoba Mexican Grills-Travel Expense-\$8.35; Quill Corporation-Office Supplies-\$153.29; Research Technology-Disc Cleaning Supplies-\$70.50; RH Booksontape.Com-Book-\$21.00; Riverside Hydraulics-Hydraulic Hoses-\$26.06; SD Firefighters Assoc-Membership-\$100.00; Sears Hometown-Park Supplies-\$117.98; SESAC Inc-Music Licensing Fees SAC-\$378.00; Severn Trent-Water Pure Part-\$1,054.60; Shur-Co Outlet-service-Tarp Adhesive-\$77.12; South Dakota Golf Assoc-Handicap Fees-\$5,065.00; South Dakota State Historical Society-Microfilm-\$32.00; Stkshutterstock-Professional Services-\$53.99; Sturdevants-Supplies-\$5.65; Summit Sign and Safety-High Visibility Signs-\$220.05; Swank Motion Pictures-Movie Licensing-\$396.00; Target-Staff Appreciation-\$10.00; The Bodyguard-Staff Appreciation-\$116.66; Thomson Westtcd-Books-\$92.25; Titan Machinery-parts-\$10.55; TMA-Tires-\$602.65; Tractor Supply Co-Battery Charger-\$139.89; Tri-Electronics-Battery-\$55.18; TRK Hosting-Web Hosting-\$68.85; Truck Trailer Sales-parts-\$268.05; U OF M Minitex-Office Supplies-\$339.00; Universal Printing Solutions-Office Supplies-\$81.19; UPS-Postage-\$14.65; USA Blue Book-Valve-\$297.11; USPS-Delivery Service-\$78.04; Vanderhule Moving-Shop Supplies-\$17.00; VcnYanktonrodctr-Hwy 50 Deeds Register-\$393.40; Viddler Inc-Video Hosting-\$25.00; VzwrllsMy VZ VB P-Internet Access-\$506.08; Wal-Mart-Office Supplies-\$632.35; Walgreens-Staff Appreciation-\$8.98; Walmart.Com-Office Supplies-\$284.26; Western Office Product-Office Furniture-\$1,618.19; WM Supercenter-Office Supply-\$362.88; World Book-Books-\$899.00; WW Grainger-Kit-\$489.24; Yankton Medical Clinic-Firefighter Physicals-\$1,976.50; Yankton Pizza Ranch-Parks & Rec Program-\$77.00; Zimco Supply Co-Recreation Supplies-\$150.90; AFSCME Council 65-Employee Deductions-\$1,511.08; American Family Life Corp-Cancer & ICU Premiums-\$6,438.00; Assurant Employee Benefits-Vision Insurance-January-\$679.62; Barnes/Stacy-1500 Dakota W/WW-\$4,982.66; Connections Inc-EAP Insurance -December-\$274.82; Dept of Social Services-Employee Deductions-\$1,835.00; First Natl Bank South Dakota-Employee Deductions-\$2,381.11; ICMA Retirement Trust #457-Employee Deductions-\$2,778.86; Leonard/Ali-Replace Check-\$27.48; McNinch/Jeremy-Training-\$80.00; Minnesota Life Insurance Co-Life Insurance-January-\$711.33; Retirement SD-SD Retirement-December-\$100,581.12; SDSRP-Employee Deductions-\$6,870.00; Shoberg/Greg-Training-\$150.00; Southeast Properties-TID Reimbursement-\$28,343.79; Summit Activity Center-Employee Deductions-\$815.15; T & R Contracting Inc-Douglas Ave & Wilson Rd-\$133,944.14; United Way-Employee Deduction-\$105.00; Vast Broadband-Internet Services-\$3,750.99; Wellmark Blue Cross-Health Ins-January-\$90,167.41;

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

Motion adopted.

SALARIES-DECEMBER 2015:

Administration-\$45,356.17; Finance-\$45,266.94; Community Development-\$27,417.41; Police-\$226,171.04; Fire-\$16,207.19; Engineering-\$63,121.54; Street-\$62,299.40; Snow & Ice-\$12,258.00; Traffic Control-\$2,730.70; Library-\$42,386.10; Parks/SAC-\$79,004.51; Marne Creek-\$4,978.50; Water-\$56,128.17; Wastewater-\$50,375.47; Cemetery-\$5,282.87; Solid Waste-\$28,992.21; Landfill-\$21,907.47; Golf Course-\$17,520.13; Central Garage-\$9,904.64.

PERSONNEL CHANGES & NEW HIRES:

New Hires: Tracie Erdmann-\$10.00 hr.-Rec. Division; Jason Kruse-\$12.00 hr.-Wastewater; Dylan Moderegger-\$9.25 hr.-Rec. Division; Timothy Waiter-\$8.55 hr.-Golf Division.

Wage Change: Reid Hunhoff-\$9.55 hr.-Rec. Division; Julie Koller-\$11.50 hr.-Rec. Division; Vanessa Navratil-\$8.80 hr.-Rec. Division; Logan Ulmer-\$9.80 hr.-Rec. Division.

Longevity Increase: Tamara Wadsworth-\$1,587.46 bi-wk.-Finance; Rockie Wampol-\$2,284.89 bi-wk.-Golf Division.

CITY OF YANKTON EMPLOYEE WAGES 2016:

BI-WEEKLY:

Bailey/Colleen-\$1,579.12; Berke Hanson/Susan-\$2,403.19; Nelson/Amy-\$3,949.37; Clough/Ann-\$2,312.23; Lammers/Joan-\$1,654.58; Lockwood/Laurie-\$1,888.84; O'Grady/Susan-\$1,654.58; Parr/Beth-\$1,646.88; Viereck/Al-\$3,380.03; Wadsworth/Tamara-\$1,654.58; Wattier/Sonya-\$1,367.58; Johnson/Duane-\$2,996.00; Messner/David-\$1,751.31; Benda/Michael-\$1,971.65; Bies/Brad-\$1,956.04; Mingo/David-\$3,349.77; Morrow/Joseph-\$2,403.04; Utech/Lisa-\$1,319.04; Bass/Stewart-\$1,849.54; Brandt/Todd-\$2,404.65; Buechler/Robert-\$1,950.58; Burgeson/Michael-\$2,404.65; Erickson/Joseph-\$1,605.38; Foote/Jason-\$2,100.42; Frey/Brandon-\$1,605.38; Hagemann/Dustin-\$1,784.16; Heine/Tyler-\$1,666.84; Johnson/Jeffrey-\$1,954.42; Larson/Dean-\$2,149.38; Mcninch/Jeremy-\$1,666.84; Moser/Darren-\$2,232.80; Murguia/Javier-\$1,981.35; Neumayer/Brian-\$1,625.61; Nolz/Patrick-\$1,949.88; O'Farrell/Sarah-\$1,853.38; Olson/Jeremy-\$1,687.84; Parker/Brad-\$2,098.84; Paulsen/Brian-\$3,630.42; Payer/Mark-\$3,655.42; Pekarek/Kyler-\$1,646.12; Rothenberger/Monty-\$1,990.96; Rus/Samantha-\$1,605.38; Schindler/Scott-\$1,666.84; Shoberg/Gregory-\$1,954.42; Sprakel/Marietta-\$1,557.35; Steinbach/Donna-\$1,481.00; Brasel/Lisa-\$1,452.80; Kurtenbach/Thomas-\$3,140.12; Nickles/Larry-\$2,436.50; Arens/James-\$1,708.54; Binde/Brad-\$2,070.80; Horton/Ann-\$2,611.02; Kuhl/Kevin-\$3,839.19; Mertens/Camille-\$1,223.13; Moser/Bradley-\$2,784.19; Delozier/Darrik-\$1,511.65; Frick/Dan-\$1,888.84; Gobel/Dylan-\$1,335.65; Groves/Jordan-\$1,270.42; Haberman/Adam-\$2,336.35; Huber/Marlon-\$1,554.73; Mueller/Peter-\$1,945.04; Potts/Corey-\$1,839.92; Rohde/Levi-\$1,254.61; Schieffer/Amanda-\$1,286.42; Schroeder/Roger-\$1,713.54; Ulmer/Bruce-\$1,688.23; Vellek/Richard-\$1,563.42; Ishmael/Maria-\$1,303.92; Miles/Connie-\$1,702.00; Roinstad/Mike-\$1,773.38; Ryken/Robert-\$1,745.31; Brunken/Joyce-\$1,713.54; Dobrovoly/Linda-\$1,799.54; Lippert/Susan-\$1,239.00; Moore/Joyce-\$1,667.46; Schmidt/Dana-\$1,270.42; Wibbels/Kathleen-\$2,737.00; Eskens/Rebecca-\$1,254.16; Frick/Brian-\$1,751.92; Gleich/John-\$1,545.80; Kortan/Lisa-\$1,798.80; Larson/Todd-\$3,222.58; McHenry/Chasity-\$1,270.42; Snook/James-\$2,534.96; Snyder/Robert-\$1,431.04; VanWinkle/Michael-\$1,485.46; Grotenhuis/Tracey-\$1,817.58; Hochstein/Sarah-\$921.54; Moderegger/Michele-\$1,209.19; Orr/Brittany-\$1,649.00; Wubben/Robert-\$1,730.04; Brasel/Virgil-\$1,568.35; Dather/Roger-\$1,545.19; Hanson/Douglas-\$1,726.27; Hussein/Julia-\$1,860.42; Schindler/Edna-\$1,285.50; Storgaard/Kimberly-\$1,564.50; Wong/Vanessa-\$1,285.50; Chytka/Sage-\$1,454.92; Garvey/Timothy-\$1,982.04; Hines/Gordon-\$1,982.88; Kuehler/Dave-\$1,737.73; Mason/Daniel-\$1,772.27; Peterson/Alan-

\$1,962.77; Schantz/Dwayne-\$1,566.27; Tramp/Jason-\$1,629.38; Tweedy/Ray-\$2,597.80; Arens/Michael-\$1,698.08; Chabane/Delores-\$1,983.19; Dewald/Richard-\$2,295.92; Goodmanson/Kyle-\$2,844.46; Gusso/Gregory-\$2,057.88; Hanson/Tanner-\$2,298.58; Kirchner/Leslie-\$1,455.46; Robinson/Donnie-\$1,588.80; Rye/Terry-\$1,454.92; Bornitz/Chris-\$1,708.73; Carda/Brian-\$1,695.92; Carda/Garrett-\$1,239.00; Graff/Guy-\$1,239.00; Lee/Michael-\$1,667.42; Nighbert/Matthew-\$1,465.54; Ruter/Dylan-\$1,239.00; Stuen/Shawn-\$1,239.00; Feilmeier/Michael-\$1,705.84; Lee/Larry-\$1,657.42; Lee/Sheldon-\$1,239.00; Robb/Mary-\$1,303.50; Stocking/Gail-\$1,473.31; Doby/Kevin-\$1,650.00; Jensen/Douglas-\$1,695.92; Wampol/Rockie-\$2,352.69; Kulhavy/Kevin-\$1,587.65; Steffen/Marvin-\$1,855.31.

MONTHLY:

Carda/David-\$601.12; Ferdig/Christopher-\$437.17; Gross/Charles-\$437.17; Hoffner/Jacob-\$437.17; Johnson/Nathan-\$437.17; Knoff/David-\$437.17; Miner/Amy-\$437.17; Sommer/Craig-\$437.17; Woerner/Bradley-\$437.17.

HOURLY:

Den Herder/Ross-\$794.36; Bertsch/Amy-\$11.50; Hannemann/Peggy-\$8.55; Thompson/Daniel-\$10.30; Simonsen/Robert-\$11.67; Bosch/Teresa-\$10.04; Criss/Lynn-\$8.50; Hamberger/Peggy-\$9.27; Larson/Sarah-\$9.05; Nedved/Elizabeth-\$9.27; Reifenrath/Loren-\$12.7390; Schroeder/Rebekah-\$8.80; Stewart/Greg-\$8.75; Uhing/Lynnette-\$10.25; Alvarez/Harley-\$8.50; Becker/Ashli-\$8.75; Bender/Colton-\$8.75; Benson/Colby-\$8.80; Bergeson/Dawn-\$20.00; Bergeson/Kyle-\$8.50; Bertram/Collin-\$8.55; Bormann/Brittini-\$8.50; Brockberg/Avery-\$9.00; Burton/Arnie-\$20.00; Cihak/John-\$20.00; Coffman/Laura-\$20.00; Cronin/Ramzie-\$9.25; Dewitt/Julie-\$9.25; Erdmann/Tracie-\$10.00; Fedor/Sadie-\$20.00; Feifar/Brian-\$20.00; Fender/Trevor-\$20.00; Forman/Karie-\$11.55; Forrer/Samuel-\$8.55; Rank/Kaitlyn-\$8.75; Garvey/Cody-\$10.25; Garvey/Erica Jo-\$11.25; Geary/Cody-\$9.25; Geary/Tanner-\$9.50; Geigle/Brianna-\$9.25; Gill/Danielle-\$11.00; Gillis/Danielle-\$8.50; Gurney/Doug-\$20.00; Gurney/Lynne-\$20.00; Gurney/Tyler-\$20.00; Haak/Logan-\$9.00; Hanzlik/Cody-\$8.80; Hastreiter/Gerry-\$8.55; Hauser/Katie-\$9.00; Heinz/Nikki-\$11.25; Herman/Marla-\$11.25; Herman/Norm-\$20.00; Hilson/Megan-\$10.25; Houdek/Jordan-\$8.75; Hudson/Tyler-\$13.30; Hunhoff/Maxwell-\$9.00; Hunhoff/Reid-\$9.55; Jensen/Benjamin-\$9.25; Jensen/Jessica-\$11.25; Johnson/Mackenzie-\$9.00; Johnson/Rebecca-\$14.25; Johnson/Tyler-\$9.55; Jones/Harold-\$20.00; Kelly/Brianna-\$9.00; Kelly/Joseph-\$9.00; Kinsley/Anne-\$10.75; Kinsley/Elizabeth-\$10.75; Kinsley/Susanna-\$10.50; Kline/Rick-\$20.00; Kloth/Sierra-\$20.00; Kokesh/Dave-\$20.00; Kokesh/Katrianna-\$8.50; Koller/Julie-\$11.50; Kruse/Annie-\$9.00; Labarge/Emilee-\$8.50; Labrie/Carie-\$11.50; Leonard/Ali-\$8.50; Liebig/Kyra-\$9.00; Likness/Jase-\$8.75; Loecker/Mary-\$11.50; Lorenzen/Lavonne-\$11.50; Luken/Hailey-\$9.25; Marquardt/Doug-\$20.00; Mckee/Alex-\$9.00; Millay/Taylor-\$8.50; Miller/Daniel-\$20.00; Mitchell/Abigail-\$9.00; Moderegger/Dylan-\$9.25; Moderegger/Ryan-\$8.50; Mueller/Amberlee-\$10.05; Murray/Savanna-\$8.50; Navratil/Vanessa-\$8.80; Noble/Paige-\$8.55; Noble/Robert-\$8.80; Ogstad/Kaylien-\$20.00; Peitz/Andrew-\$9.25; Perk/Lauryn-\$8.55; Peterson/Sharlotte-\$11.50; Pigney/Gary-\$20.00; Pinkleman/Lonnie-\$20.00; Platt/Shana-\$11.25; Ray/Susan-\$20.00; Reichle/Roy-\$11.50; Reiff/Rachel-\$8.75; Richardson/Christopher-\$8.50; Richardson/Tara-\$9.25; Rockne/Lucas-\$9.00; Rockne/Vanessa-\$9.25; Roth/Case-\$8.55; Roth/Curtis-\$9.25; Roy/Tristan-\$9.25; Schenk/Meghan-\$8.75; Schieffer/Patty-\$10.55; Schuurmans/Paige-\$8.50; Sejnoha/Alexis-\$9.00; Smelker/Katie-\$9.00; Smith/Saladin-\$8.80; Spak/Allison-\$11.50; Steil/Ruth-\$11.25; Stibral/Twila-\$11.50; Stoll/Scott-\$8.50; Suing/Donald-\$20.00; Sutera/Kelsey-\$9.05; Svendsen/Valerie-\$20.00; Taggart/Brady-\$8.75; Thorson/James-\$20.00; Tirrel/Bruce-\$20.00; Tomek/Kenny-\$10.00; Trail/Jenna-\$8.75; Tramp/Denise-\$11.50; True/Britta-\$9.80; Ulmer/Logan-\$9.80; Uttecht/Lauren-\$8.75; Wallis/Maggie-\$9.50; Washburn/Jeremy-\$20.00; Wiese/Kayla-\$8.75; Palsma/Jennifer-\$15.8874; Stanage/Samual-\$15.8874;

Anderson/Dean-\$10.6111; Kruse/Jason-\$12.00; Robinson/Shay-\$10.00; Sternhagen/Ryan-\$8.50; Winstead/Doug-\$12.36; Kruse/Thomas-\$10.00; Anderson/Nicholle-\$8.50; Batcheller/Jay-\$8.50; Cooke/Jon-\$8.50; Eilers/Christopher-\$8.50; Erickson/Chase-\$8.75; Gevens/James-\$14.00; Guthmiller/Jannifer-\$9.25; Guthmiller/Tyler-\$8.50; Highland/Edwin-\$9.50; Hilson/Matthew-\$8.75; Husman/Maddie-\$9.50; Jensen/Mark-\$9.25; Jensen/Matthew-\$8.75; Johnson/Alec-\$8.50; Kunzman/Collin-\$8.50; Metz/Jason-\$9.25; Morris/Maxwell-\$8.50; Olson/Karla-\$9.50; Rodig/Jane-\$9.75; Rodig/Katie-\$8.75; Rodig/Kylie-\$8.50; Rolfes/Grant-\$8.75; Shindler/Jason-\$9.00; Sime/Brett-\$14.00; Sundleaf/Mason-\$9.25; Wagner/Larry-\$8.75; Wagner/Logan-\$8.50; Waiter/Timothy-\$8.55.

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

#### Action 16-04

Moved by Commissioner Gross, seconded by Commissioner Knoff, that the following items on the consent agenda be approved.

1. Establishing public hearing for sale of alcoholic beverages  
Establish January 25, 2016, as the date for the public hearing on the request for a Special Events Retail (on-sale) Malt Beverage and a Special Retail (on-sale) Wine Dealers License for three days, August 19-21, 2016, from Yankton Area Riverboat Days Inc., (Milissa Wuebben, treasurer) Riverside Park, Yankton, South Dakota.
2. Establishing public hearing for sale of alcoholic beverages  
Establish January 25, 2016, as the date for the public hearing on the request for a Special Events Retail (on-sale) Malt Beverage and a Special Retail (on-sale) Wine Dealers License for three days, August 19-21, 2016, from Yankton Area Riverboat Days Inc., (Milissa Wuebben, treasurer) City Hall Auditorium, Yankton, South Dakota.
3. Establishing public hearing for sale of alcoholic beverages  
Establish January 25, 2016, as the date for the public hearing on the request for a Special Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for one day, June 3-4, 2016, from Historic Downtown Yankton, Inc., dba Rockin Ribfest, (Kathy Church, Sec./Treas.) Memorial Park, 2000 Douglas Avenue, Yankton, South Dakota.
4. Peddler's License Application  
Consideration of Memorandum 16-01 recommending approval of an application for a Peddler's License for Dennis Schumacher, 55287 888<sup>th</sup> Road, Crofton, Neb., to perform tree stump removals in the city
5. Establishing public hearing for sale of alcoholic beverages  
Establish January 25, 2016, as the date for the public hearing on the request for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 1 day, April 30, 2016, from The Center (Christy Hauer, Executive Director), 900 Whiting Drive, Yankton, South Dakota.
6. Establishing public hearing for sale of alcoholic beverages  
Establish January 25, 2016, as the date for the public hearing on the request for a Special RETAIL (on-sale) Wine Dealers License for 1 day, January 29, 2016, from Lewis & Clark Theatre Company, (Tara Gill, President) 328 Walnut, Yankton, South Dakota.
7. Establish public hearing for a New Retail Wine License  
Establish January 25, 2016, as the date for the public hearing on the request for a New Retail (on-off sale) Wine License for January 1, 2016, to December 31, 2016, from Coraima's LLC,

dba Coraima's Mexican Store, (Edras Chua, Partner) 401 Picotte Street, Yankton, South Dakota.

8. Establish public hearing for a transfer of ownership

Establish January 25, 2016, as the date for the public hearing on the transfer of ownership of a Package (off-sale) Liquor License for January 1, 2016, to December 31, 2016, from Shree, LLC, (Dipan Patel, Business Owner) dba JR's Oasis, to Shreenish, LLC, (Dipan Patel, Business Owner) dba JR's Oasis, 2404 E. Highway 50, Yankton, South Dakota.

9. Establish public hearing for a transfer of Malt Beverage & SD Farm Wine

Establish January 25, 2016, as the date for the public hearing on the request for the transfer of a Retail (on-off sale) Malt Beverage & SD Farm Wine License for July 1, 2015, to June 30, 2016, from KA-CHING KA-CHING, Inc., dba KA-CHING KA-CHING, 807 Bill Baggs Road, to Shree, LLC, (Dipan Patel, Business Owner) dba Muggsy's Sub Galley, 821 Broadway, Yankton, South Dakota.

10. Work Session

Setting date of January 25, 2016, 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 current taxi ordinance

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

Motion adopted.

Action 16-05

Moved by Commissioner Knoff, seconded by Commissioner Sommer, to authorize the purchase of a 2016 Ford Interceptor Utility vehicle from Lamb Motor Company, Onida, South Dakota, under the State Bid price for a cost of \$37,180.00 for the Yankton Police Department. (Memorandum 16-03)

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

Motion adopted.

City Attorney Den Herder entered the meeting at this time.

Action 16-06

Moved by Commissioner Knoff, seconded by Commissioner Gross, to approve Change Order No 1, an increase of \$17,330.65, and Change Order No. 2, a decrease of \$123,493.31, for a new project cost of \$2,117,215.19, from Feimer Construction, Yankton, South Dakota, for the Raw Water Transmission Main Project. (Memorandum 16-05)

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

Motion adopted.

Action 16-07

Moved by Commissioner Knoff, seconded by Commissioner Woerner, to approve the request from Rockin' Ribfest/Historic Downtown Yankton for additional funding in the amount of \$9,540.00 for an additional 12x20 Daktronics screen to be paid out of BBB funds. Following discussion and prior to a vote being taken, Commissioner Knoff withdrew his motion and Commissioner Woerner withdrew his second. It was then moved by Commissioner Knoff, seconded by Commissioner Woerner, to approve the request from Rockin' Ribfest/Historic Downtown Yankton for additional funding in the amount of \$9,540.00 for an additional 12x20 Daktronics screen to be paid out of the \$35,000.00 budgeted in BBB funds for special projects. (Memorandum 16-04)

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

Motion adopted.

Action 16-08

Moved by Commissioner Knoff, seconded by Commissioner Ferdig, to approve the Real Estate Purchase Agreement between the City of Yankton and St. Joseph Catholic Housing Inc., Sioux Falls, South Dakota, for approximately 1.92 acres of City owned property located in Parcel B of Fox Run Subdivision, for the amount of \$71,089.92, with proceeds from the sale being used to lessen the internal loan for the Human Services Center property that the City purchased earlier from the State of South Dakota. (Memorandum 16-09)

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

Motion adopted.

Action 16-09

Moved by Commissioner Knoff, seconded by Commissioner Woerner, to adopt Resolution 16-01. (Memorandum 16-07)

**RESOLUTION 16-01**

**WHEREAS**, the Yankton Board of City Commissioners has determined that the below described city owned property should be included in the corporate limits as permitted by SDCL.

**NOW, THEREFORE, BE IT RESOLVED** by The Board of City Commissioners of the City of Yankton, South Dakota, that the following described real property is hereby annexed into the corporate limits of the City of Yankton, South Dakota:

DESCRIPTION OF TRACT TO BE ANNEXED

Grove School Addition and the adjacent Ferdig Avenue right-of-way in the SE 1/4 of the SW 1/4, Section 8, T93N, R55W of the 5th P.M. being approximately 1 acre, and,

Lots 3 and 4, Frick's Subdivision in the SW 1/4, SW 1/4 of the NW 1/4 and in Government Lot 4, Section 17, T93N, R55W of the 5th P.M. being approximately 41 Acres.

As shown on the attached Exhibits A and B.

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

Motion adopted.

Action 16-10

This was the time and place to award the bids for the 2016 Annual Supply of Chemicals for the Water and Wastewater Treatment Plants. (Memorandum 16-10) The following bids were received and opened on January 5, 2016:

Carus Corporation, Peru, Illinois: Powdered Polyphosphate-\$1,834.00/ton.

DPC Inc., Omaha, Nebraska: Sodium Hypochlorite-\$558.00/tote; 50% Caustic Soda-\$1,122.00/tote; Solar Salt-\$194.00/ton.

Ethanol Products, Wichita, Kansas: Carbon Dioxide-\$85.00/ton.

Graymont, Superior, Wisconsin: Pebble Lime-\$175.00/ton.

Shannon Chemical Corporation, Malvern, Pennsylvania: Powdered polyphosphate-\$1,855.55/ton.  
Thatcher, Salt Lake City, Utah: Granulated Sodium Silicofluoride-\$1,086.00/ton; Powdered Activated Carbon-\$1,566.00/ton.

No bid was received for Ferric Chloride (Liquid).

Moved by Commissioner Woerner, seconded by Commissioner Gross, to award the bids for chemicals for the Water and Wastewater Treatment Plants to the low bidders, as follows:

Carus Corporation, Peru, Illinois: Powdered Polyphosphate-\$1,834.00/ton.

DPC Inc., Omaha, Nebraska: Sodium Hypochlorite-\$558.00/tote; 50% Caustic Soda-\$1,122.00/tote; Solar Salt-\$194.00/ton.

Ethanol Products, Wichita, Kansas: Carbon Dioxide-\$85.00/ton.

Graymont, Superior, Wisconsin: Pebble Lime-\$175.00/ton.

Thatcher, Salt Lake City, Utah: Granulated Sodium Silicofluoride-\$1,086.00/ton; Powdered Activated Carbon-\$1,566.00/ton.

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

Motion adopted.

#### Action 16-11

Moved by Commissioner Knoff, seconded by Commissioner Woerner, to adopt Resolution 16-02. (Memorandum 16-11)

### **RESOLUTION 16-02**

**WHEREAS**, at the December 3, 2015, Joint Powers Advisory Board meeting in Vermillion, the board voted to recommend that each city increase the tipping fees at each municipality's respective facility; and

**WHEREAS**, the cost to operate per ton has exceeded the revenue per ton currently charged; and

**WHEREAS**, the Joint Powers member cities desire to provide solid waste services on a self-sustaining user fee basis;

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of Yankton, South Dakota, that the following Joint Powers Landfill and Recycling tipping rates are hereby adopted, effective for February 1, 2016:

	<u>Per ton</u>	<u>Minimum</u>
1. Garbage for Licensed Haulers	\$46.50	\$12.00
2. Garbage for Un-Licensed Haulers	\$52.00	\$12.00
3. Garbage / Out of County / Licensed	\$56.00	\$12.00
4. Garbage / Construction Debris	\$54.00	\$12.00

<b>Tires</b>	<u>Per tire</u>
Car tires	\$3.00
Truck (17"- 22.5")	\$6.50
Truck (>22.5")	\$11.00
Construction Equipment Tires	\$16.50

	<u>Per ton</u>
Bulk Tires	\$190.00

The City of Yankton reserves the right to impose additional fees on loads or items deemed to be not in keeping with the above rates. These fees will be set in accordance with the final recycling cost, transportation costs and operations cost affected.

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

Action 16-12

Moved by Commissioner Johnson, seconded by Commissioner Gross, to adopt Resolution 16-03. (Memorandum 16-12)

**RESOLUTION 16-03**

**WHEREAS,** The Boys & Girls Club of Yankton were recipients of a \$412,000 CDBG grant to aid in funding construction of a new building located north of the Yankton Middle School; and

**WHEREAS,** the City of Yankton was named as the pass-through beneficiary of this grant; and

**WHEREAS,** the City of Yankton was not aware of this grant before adopting the 2015 annual appropriation Ordinance; and

**WHEREAS,** South Dakota Codified Law 9-21-9.1 allows the expenditures without specific provisions in the appropriations ordinance of the municipality provided that the municipality publishes the purpose and to whom the expenditures are to be made;

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of Yankton, South Dakota, that the purpose of these expenditures in fiscal years 2015 and 2016 will be made to the Boys & Girls Club of Yankton.

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

Action 16-13

Moved by Commissioner Knoff, seconded by Commissioner Woerner, to provide Employee Assistance Program Coverage for Yankton Volunteer Firefighters. (Memorandum 16-13)

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

Motion adopted.

Action 16-14

Moved by Commissioner Johnson, seconded by Commissioner Woerner, to dissolve the Yankton Rural Fire Association/Yankton Volunteer Fire Department Committee and the Storm Water Advisory Board, and to change the name of the Economic Development Council to Yankton Area Progressive Growth Board. (Memorandum 16-14)

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

Motion adopted.

Action 16-15

Moved by Commissioner Woerner, seconded by Commissioner Johnson, to approve the Towing Agency Agreements between the City of Yankton and M & W Towing and Pro Auto, Inc., for a 3 year term. (Memorandum 16-08)

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

Motion adopted.

Action 16-16

Moved by Commissioner Knoff, seconded by Commissioner Woerner, to adjourn at 7:49 p.m.

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

Motion adopted.

---

David Carda  
Mayor

ATTEST:

---

Al Viereck  
Finance Officer

**CHAMBER OF THE BOARD OF CITY COMMISSIONERS  
YANKTON, SOUTH DAKOTA  
SPECIAL MEETING - JANUARY 8, 2016**

Special meeting of the Board of City Commissioners of the City of Yankton was called to order by Mayor Carda at 8:00 a.m.

**Roll Call:** Present: Commissioners Ferdig, Gross, Hoffner, Johnson, Miner, Sommer, and Woerner. City Attorney Den Herder and City Manager Nelson were also present. Absent: Commissioner Knoff. Quorum present.

Patrick Ibarra of The Mejorando Group was present to facilitate discussion regarding Strategic Planning for the City of Yankton.

Commissioner Knoff entered the meeting at 9:08 a.m.

Action 16-01

Moved by Commissioner Sommer, seconded by Commissioner Ferdig, to adjourn at 4:20 p.m.

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

Motion adopted.

---

David Carda  
Mayor

ATTEST:

---

Al Viereck  
Finance Officer

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
AMG OCCUPATIONAL MEDICIN										
	@FY@ DRUG/ALCOHOL TESTS	31.50	PROFESSIONAL SERVICES &	637.637.202		18423-00	013529	P	243	00015
	@FY@ DRUG/ALCOHOL TESTS	63.00	PROFESSIONAL SERVICES	631.631.202		18423-00	013529	P	243	00016
		94.50	*VENDOR TOTAL							
AVERA SACRED HEART HOSPI										
	@FY@ DRUG/ALCOHOL TESTS	25.00	PROFESSIONAL SERVICES &	637.637.202		12/31/2015	013528	P	243	00017
	@FY@ DRUG/ALCOHOL TESTS	75.00	PROFESSIONAL SERVICES	631.631.202		12/31/2015	013528	P	243	00018
		100.00	*VENDOR TOTAL							
BAKER & TAYLOR BOOKS										
	@FY@ BOOKS	328.88	BOOKS	101.142.340		1.11.15	002976	P	244	00001
	@FY@ MEMORIAL	20.13	BOOKS	701.701.340		1.11.15	002976	P	244	00002
	@FY@ SUMMER PROGRAM	45.92	RECREATION SUPPLIES	701.701.242		1.11.15	002976	P	244	00003
	@FY@ TEEN PROGRAM	45.92	PROGRAM SUPPLIES	101.142.242		1.11.15	002976	P	244	00004
	@FY@ POSTAGE	4.28	POSTAGE	101.142.231		1.11.15	002976	P	244	00005
		445.13	*VENDOR TOTAL							
BLACKSTRAP INC										
	@FY@ ROAD SALT	2,758.05	CHEMICALS	101.124.240		103585/103873	015080	P	243	00019
CEDAR KNOX PUBLIC POWER										
	@FY@ WATER ELECT/12-2015	750.98	ELECTRICITY	601.601.272		350022554	005176	P	243	00021
	@FY@ PARK ELECT/DEC 2015	593.12	ELECTRICITY	201.201.272		350035355	005243	P	243	00020
		1,344.10	*VENDOR TOTAL							
CHRISTENSEN RADIATOR & R										
	@FY@ PARTS	23.95	REP. & MAINT. - EQUIPMEN	101.114.221		20302	075380	P	243	00022
CITY OF YANKTON-PARKS										
	@FY@ LANDFILL CHARGES	103.50	LANDFILL	201.201.276		519	003889	P	243	00023
CREDIT COLLECTION SERVIC										
	@FY@ UTIL COLL DEC 2015	104.17	PROFESSIONAL SERVICES	601.601.202		12/2015	001858	P	243	00005
	@FY@ UTIL COLL DEC 2015	68.13	PROFESSIONAL SERVICES	611.611.202		12/2015	001858	P	243	00006
	@FY@ UTIL COLL DEC 2015	87.19	PROFESSIONAL SERVICES	631.631.202		12/2015	001858	P	243	00007
		259.49	*VENDOR TOTAL							
DEN HERDER LAW OFFICE, P										
	@FY@ PROFESSIONAL SVS	72.45	ABATEMENT	101.106.204		1895	017800	P	243	00029
	@FY@ PROFESSIONAL SVS	35.00	PROFESSIONAL SERVICES	101.103.202		1895	017800	P	243	00030
	@FY@ PROFESSIONAL SVS	17.52	PROFESSIONAL SERVICES	101.101.202		1895	017800	P	243	00031
	@FY@ PROFESSIONAL SVS	20.00	PROFESSIONAL SERVICES	101.103.202		1895	017800	P	243	00032
		144.97	*VENDOR TOTAL							
DEPT OF CORRECTIONS										
	@FY@ DOC WORK PGM-NOV 15	100.25	REP. & MAINT. - BUILDING	201.201.223		C18106291	076196	P	243	00024
	@FY@ DOC WORK PGM-NOV 15	100.25	REP. & MAINT. - TRAIL	204.204.223		C18106291	076196	P	243	00025
	@FY@ DOC WORK PGM-NOV 15	100.25	REP. & MAINT. - BUILDING	621.621.223		C18106291	076196	P	243	00026
	@FY@ DOC WORK PGM-NOV 15	100.26	REP. & MAINT. - BUILDING	641.641.223		C18106291	076196	P	243	00027
		401.01	*VENDOR TOTAL							

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
FERGUSON WATER WORKS SUP	@FY@ WATER METERS	1,523.95	REP. & MAINT. - DISTRIBU	601.601.226		140823	017747	P	243	00014
HANSON BRIGGS ADVERTISIN	@FY@ SEED BROCHURES	285.30	PROFESSIONAL SERVICES	701.701.202		18145	017743	P	244	00006
HD SUPPLY WATERWORKS LTD	@FY@ PARTS	338.40	REP. & MAINT. - DISTRIBU	601.601.226		12498/76501	076503	P	243	00028
HDR ENGINEERING INC	@FY@ COLLECTOR WELL	48,641.11	COLLECTOR WELL	602.602.360		459862	069882	P	243	00012
	@FY@ COLLECTOR WELL	54,934.29	COLLECTOR WELL	602.602.360		463282	069882	P	243	00011
	@FY@ COLLECTOR WELL	32,946.56	COLLECTOR WELL	602.602.360		467503	069882	P	243	00009
	@FY@ COLLECTOR WELL	34,820.06	COLLECTOR WELL	602.602.360		470649	069882	P	243	00010
		171,342.02	*VENDOR TOTAL							
JACK'S UNIFORMS	@FY@ EQUIPMENT	1,816.00	EQUIPMENT	101.111.350		55981A	015189	P	243	00008
JOHNSON ELECTRIC	@FY@ BATTERY BACKUP	191.63	REP. & MAINT. - EQUIPMEN	101.126.221		6215	015362	P	243	00033
MIDPLAINS FITNESS	@FY@ WATER PLANT DESIGN	14,376.54	WATER TREATMENT FACILITY	602.602.326		459863	012518	P	243	00001
	@FY@ WATER PLANT DESIGN	30,664.06	WATER TREATMENT FACILITY	602.602.326		463284	012518	P	243	00002
	@FY@ WATER PLANT DESIGN	46,783.33	WATER TREATMENT FACILITY	602.602.326		467504	012518	P	243	00003
	@FY@ WATER PLANT DESIGN	105,202.32	WATER TREATMENT FACILITY	602.602.326		470647	012518	P	243	00004
		197,026.25	*VENDOR TOTAL							
MIDWEST TAPE	@FY@ AUDIO BOOKS	121.96	AV - CAPITAL	101.142.342		1.6.16	015116	P	244	00007
MURGUIA/JAVIER	@FY@ REIMBURSE GLOVES	8.16	REP. & MAINT. - EQUIPMEN	101.111.221		12/19/2015	070665	P	243	00034
OBSERVER	@FY@ ADS-PARKS/SAC	302.00	ADVERTISING	203.203.211		12/31/15	076193	P	243	00035
POWER SOURCE ELECTRIC	@FY@ WIRE HOT WTR HEATER	662.41	REP. & MAINT. - BUILDING	101.125.223		49205	014183	P	243	00036
PRESS DAKOTA MSTAR SOLUT	@FY@ PUBLISH MINUTES	288.00	PUBLISHING	101.101.211		2504	017532	P	243	00037
	@FY@ NOTICE OF HEARING	23.45	PUBLISHING	101.101.211		2504	017541	P	243	00038
	@FY@ CLASSIFIED ADS	144.30	PUBLISHING	201.201.211		2504	013520	P	243	00039
	@FY@ CLASSIFIED ADS	531.30	PUBLISHING & ADVERTISING	637.637.211		2504	013522	P	243	00040
	@FY@ CLASSIFIED ADS	592.35	PROFESSIONAL SERVICES	101.122.202		2504	013524	P	243	00041
	@FY@ HOLIDAY ADS	177.60	PUBLISHING	631.631.211		2504	015363	P	243	00042
	@FY@ NOTICE TO BIDDERS	51.03	DOUGLAS, ANNA TO 31ST	504.581.391		2504	017610	P	243	00043
	@FY@ CLASSIFIED ADS	485.02	ADVERTISING	203.203.211		2504	076197	P	243	00044
	@FY@ NOTICE TO BIDDERS	31.62	PUBLISHING	601.601.211		2504	017472	P	243	00045

VENDOR NAME	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
PRESS DAKOTA MSTAR SOLUT									
@FY@ PUBLISH MINUTES	457.03	PUBLISHING	101.101.211		2504	017533	P	243	00046
	2,781.70	*VENDOR TOTAL							
PRINTING SPECIALISTS									
@FY@ PRINT NOTICES	216.12	OFFICE SUPPLIES	601.601.232		13684	015395	P	243	00047
@FY@ PRINT NOTICES	243.14	PRINTING	611.611.233		13684	015395	P	243	00048
@FY@ PRINT NOTICES	81.04	PRINTING	631.631.233		13684	015395	P	243	00049
	540.30	*VENDOR TOTAL							
PUSH PEDAL PULL									
@FY@ TREADMILLS	13,086.52	COMMON BLDG EQUIPMENT	506.571.350		156373	012992	P	243	00050
REGIONAL TECHNICAL EDUCA									
@FY@ LEASE-DEC 2015	1,466.67	PROFESSIONAL SERVICES	101.101.202		2131	017742	P	243	00051
SIOUX CITY FOUNDRY CO									
@FY@ BLADES	2,988.00	GARAGE PARTS	801.801.249		977368/978424	017550	P	243	00052
@FY@ BLADES	5,653.60	GARAGE PARTS	801.801.249		978136/978414	017552	P	243	00053
	8,641.60	*VENDOR TOTAL							
SOUTH DAKOTA STATE HISTO									
@FY@ MICROFILM SERVICES	887.50	PROFESSIONAL SERVICES	101.101.202		63E6861726D6F6	017536	P	243	00054
STERN OIL CO INC									
@FY@ FUEL	14,576.68	GARAGE GASOLINE & LUBRIC	801.801.238		0199605-IN	015375	P	243	00055
TODD, INC/MICHAEL									
@FY@ POSTS	3,148.61	ROAD MATERIALS	101.123.239		149926	015346	P	243	00056
TRAFFIC CONTROL CORP									
@FY@ PARTS	1,305.00	REP. & MAINT. - EQUIPMEN	101.126.221		87501	015341	P	243	00057
TRUCK TRAILER SALES INC									
@FY@ REPAIRS	3,012.21	GARAGE PARTS	801.801.249		67507/67518	015334	P	243	00058
UNITED STATES POSTAL SER									
@FY@ POST METER NOV/DEC	268.33	POSTAGE	101.122.231		12/31/15	002989	P	243	00059
@FY@ POST METER NOV/DEC	355.06	POSTAGE	101.104.231		12/31/15	002989	P	243	00060
@FY@ POST METER NOV/DEC	424.10	POSTAGE	101.111.231		12/31/15	002989	P	243	00061
@FY@ POST METER NOV/DEC	2.61	POSTAGE	201.201.231		12/31/15	002989	P	243	00062
@FY@ POST METER NOV/DEC	66.21	POSTAGE	101.122.231		12/31/15	002989	P	243	00063
@FY@ POST METER NOV/DEC	78.63	POSTAGE	637.637.231		12/31/15	002989	P	243	00064
@FY@ POST METER NOV/DEC	91.13	POSTAGE	101.102.231		12/31/15	002989	P	243	00065
@FY@ POST METER NOV/DEC	108.58	POSTAGE	101.106.231		12/31/15	002989	P	243	00066
@FY@ POST METER NOV/DEC	0.49	POSTAGE	641.641.231		12/31/15	002989	P	243	00067
@FY@ POST METER NOV/DEC	31.04	POSTAGE	203.203.231		12/31/15	002989	P	243	00068
@FY@ POST METER NOV/DEC	0.97	POSTAGE	601.601.231		12/31/15	002989	P	243	00069
@FY@ POST METER NOV/DEC	0.71	POSTAGE	611.611.231		12/31/15	002989	P	243	00070
@FY@ POST METER NOV/DEC	4.29	POSTAGE	101.114.231		12/31/15	002989	P	243	00071
@FY@ POST METER NOV/DEC	152.10	POSTAGE	601.601.231		12/31/15	002989	P	243	00072

VENDOR NAME	DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
UNITED STATES POSTAL SER										
	@FY@ POST METER NOV/DEC	171.11	POSTAGE	611.611.231		12/31/15	002989	P	243	00073
	@FY@ POST METER NOV/DEC	57.03	POSTAGE	631.631.231		12/31/15	002989	P	243	00074
	@FY@ POST METER NOV/DEC	18.61	POSTAGE	101.122.231		12/31/15	002989	P	243	00075
		1,831.00	*VENDOR TOTAL							
WELFL CONSTRUCTION CORP										
	@FY@ COLLECTOR WELL	221,794.51	COLLECTOR WELL	602.602.360		11/12	013349	P	243	00013
XEROX CORPORATION										
	@FY@ COPIER LEASE	166.17	CONTRACTED SERVICES	203.203.204		82758069	003971	P	243	00088
YANKTON MEDICAL CLINIC										
	@FY@ DRUG/ALCOHOL TESTS	98.00	PROFESSIONAL SERVICES	201.201.202		4274	013527	P	243	00076
	@FY@ DRUG/ALCOHOL TESTS	60.00	PROFESSIONAL SERVICES	101.101.202		4274	013527	P	243	00077
	@FY@ DRUG/ALCOHOL TESTS	98.00	PROFESSIONAL SERVICES	101.106.202		4274	013527	P	243	00078
	@FY@ DRUG/ALCOHOL TESTS	38.00	PROFESSIONAL SERVICES	611.611.202		4274	013527	P	243	00079
	@FY@ DRUG/ALCOHOL TESTS	98.00	PROFESSIONAL SERVICES	101.111.202		4274	013527	P	243	00080
	@FY@ DRUG/ALCOHOL TESTS	98.00	PROFESSIONAL SERVICES	101.142.202		4274	013527	P	243	00081
	@FY@ DRUG/ALCOHOL TESTS	60.00	PROFESSIONAL SERVICES	641.641.202		4274	013527	P	243	00082
	@FY@ DRUG/ALCOHOL TESTS	60.00	PROFESSIONAL SERVICES	203.203.202		4274	013527	P	243	00083
	@FY@ DRUG/ALCOHOL TESTS	38.00	PROFESSIONAL SERVICES	601.601.202		4274	013527	P	243	00084
	@FY@ DRUG/ALCOHOL TESTS	60.00	PROFESSIONAL SERVICES	101.104.202		4274	013527	P	243	00085
	@FY@ EMPLOYMENT PHYSICAL	91.00	PROFESSIONAL SERVICES	101.105.202		4274	076314	P	243	00086
	@FY@ EMPLOYMENT PHYSICAL	91.00	PROFESSIONAL SERVICES	201.201.202		4274	076315	P	243	00087
		890.00	*VENDOR TOTAL							
YPBO										
	@FY@ PROFESSION SERVICE	1,299.94	PROFESSIONAL SERVICES	101.142.202		786-1121-FA	015118	P	244	00008

VENDOR NAME									
DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
REPORT TOTALS:	654,721.19								

RECORDS PRINTED - 000096

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
101	GENERAL FUND	17,416.07
201	PARKS AND RECREATION	1,132.78
203	SUMMIT ACTIVITY CENTER	1,044.23
204	MARNE CREEK	100.25
504	INFRASTRUCT IMP CONSTRUCT	51.03
506	SPECIAL CAPITAL IMPROV	13,086.52
601	WATER OPERATION	3,156.31
602	WATER RENEWAL/REPLACEMENT	590,162.78
611	WASTE WATER OPERATION	521.09
621	CEMETERY OPERATION	100.25
631	SOLID WASTE	540.86
637	JOINT POWER	666.43
641	GOLF COURSE	160.75
701	LIBRARY TRUST	351.35
801	CENTRAL GARAGE	26,230.49
TOTAL ALL FUNDS		654,721.19

BANK RECAP:

BANK	NAME	DISBURSEMENTS
1DAK	FIRST DAKOTA NAT'L BANK CORP	654,721.19
TOTAL ALL BANKS		654,721.19

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

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



---

---

## OFFICE OF THE CITY MANAGER

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

VOL. 51, NUMBER 2

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 25, 2016, will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Police Department Update

The Yankton Police Department has made an offer and it was accepted by Christopher Allington of Crofton Neb. for the position of police dispatcher. Christopher will begin his duties on 1-25-16.

Jeremy McNinch completed training last week to be a Drug Recognition Expert trainer. McNinch will now be able to instruct our officers to be DRE's instead of sending them out of house for this training.

The Yankton Police Department will start our annual in service training on Tuesday of this week. Officers have several disciplines that they are required to be recertified in such as domestic violence, radar class and tasers.

Lt Burgeson will be working and training staff at Calvary Baptist church on "ALICE" lockdown training.

##### 2) Human Resources Update

We have started our advertising for summer seasonal positions. We indicate in our ad that preference will be given to applications received by March 31, 2016.

We are advertising for Golf Operations Manager, which will close on January 25, and Public Works Manager, which will close on January 27.

##### 3) Finance Update

Friday, January 29 is the first day that interested parties can circulate nominating petitions for the April 12 municipal election. The filing deadline for nominating petitions is by 5:00 p.m. on Friday, February 26. As a reminder, registered voters of the City of Yankton may sign up to three petitions, the number of vacancies on the commission.

During the winter months residential utility customers often ask how their sewer rate is calculated. The residential rate is based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. This sets their maximum rate for the coming year. Residential sewer rates are adjusted annually and are reflected in the April utility billing.

Please see the enclosed Monthly Finance Report and the preliminary Revenues and Expenditure Report for December 2015.

#### **4) Parks and Recreation Department Update**

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

#### **5) Fire Department Update**

In the past the Yankton Fire Department has provided affordable rentals of tables and chairs to individuals, businesses. YFD also has donated their use to non-profit organizations in Yankton and for events which provide a great benefit to our community. The tables and chairs were also used in City Hall. Effective May 1, 2016 the Yankton Fire Department will be liquidating these assets and no longer providing this service. Those in need of tables and chairs for use at their events are encouraged to look for alternate means of obtaining these resources.

The paperwork has been submitted to add the YFD volunteers to the City's Employee Assistance Program. At their last regular meeting, the volunteers expressed their appreciation to the Commission and City Manager for providing this service.

#### **6) Information Services Update**

Staff continues to work on improvements and enhancements to the City's new web presence. In the first month of use, we have had 24 applications submitted via the new online application process. Additional recent improvements include the ability to attach a cover letter and resume to the City employment application.

State contractors for the next gen 911 upgrade were recently onsite testing phone lines and equipment. Also, electrical upgrades have been completed in preparation for the new equipment installation. The report from the radio system consultant has been delayed but should be available in the next month.

#### **7) Public Works Department Update**

The 2016 applications for Bridge Improvement Grant (BIG) funds have been completed and will be submitted to the South Dakota Department of Transportation. BIG funding projects being applied for include the Cedar Street Bridge Rehabilitation Project and the Pine Street Bridge Replacement Project.

Street department personnel continue to clean up after the recent snow events, as well as prepare equipment for future snow events.

The bid advertisement for the Transfer Station Scale Site Improvements project has been published. A Pre-Bid meeting was held Tuesday, January 19, 2016 for potential bidders to ask questions and visit the project site. The Bid letting will be held January 28, 2016.

The bid closing dates for the Douglas Avenue and 15<sup>th</sup> Street projects are later this month. To date, there are 11 potential bidders for each project. The list includes contractors that have completed projects previously for the City and 2 or 3 that have not. With this much interest, staff is optimistic that the bidding will be very competitive.

#### **8) Environmental Services Update**

With the cold temperatures distribution staff has been busy responding to frozen meters and water lines. Staff would like to remind costumers to keep meters protected from the freezing temperatures by maintaining adequate heating in buildings. Staff would also remind residents to keep fire hydrants clear of snow and ice.

Progress is moving forward with the Collector Well. All the rebar is tied and the forms are set for the floor. Welfl Construction is waiting for some warmer weather before finishing the floor.

The raw water line project is almost complete. Feimer construction has most of the water main in place and will complete the connections to the water plant and the collector well this spring.

**9) Community Development Update**

Included in the packet is an informational memorandum along with two maps that show the scope of the Lewis and Clark Watershed along with a Missouri River Hydraulic Work Map detailing base flood elevations along approximately three miles of the Missouri River adjacent to the city limits. As noted in the memorandum, the hydraulic work map is not in final form but preliminary results are good news for Yankton. The Federal Emergency Management Agency (FEMA) anticipates releasing their final study and maps for public comment in 2017. The mapping project is a FEMA driven process that is required for the continued participation in the National Flood Insurance Program.

**10) Minutes**

Minutes from the Planning Commission and Airport Advisory Board are also 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

## Commission Information Memorandum

From: Todd R. Larson, Director of Parks, Recreation, & City Events  
January 20, 2016

Request For Proposal for turf maintenance at Municipal Cemetery.

Attached to this CIM are documents relating to an RFP for mowing and string trimming at the Municipal Cemetery. The Cemetery, since it has its own budget, has easily identified operations expenses related to equipment and staffing for mowing and string trimming. These operational expenses include in-mate labor, repair and maintenance of mowers and string trimmers, and fuel for mowers and string trimmers. The Cemetery also has on-going Capital expenditures for expanded storage buildings, mowers, and trimmers. These actual expenditures from past decade are shown on a spreadsheet along with what the average line-item expense has been over the past decade.

The Parks Department would like to advertise for an RFP for turf maintenance at the Cemetery to examine what private turf maintenance companies would propose as the cost to mow and string trim at the Cemetery on a yearly basis. These proposals can be rejected if it is determined that the current staff and equipment can be used to care for the turf at a similar or smaller yearly cost than the private contractors.

**CEMETERY**

YTD 10/14/15

	Average	2019	2018	2017	2016	2015	2014	2013	2012	2011
In-Mate Labor	\$ 3,576					\$ 2,089.79	\$ 3,778.31	\$ 3,217.99	\$ 3,697.93	\$ 3,609.84
Rep. & Maint. Equip.	\$ 2,519				\$ 1,900	\$ 2,403	\$ 2,287	\$ 3,836	\$ 2,981	\$ 1,705
Rep. & Maint. Central Garage	\$ 5,478				\$ 6,500	\$ 3,191	\$ 4,966	\$ 6,616	\$ 5,283	\$ 6,309
Capital Equipment	\$ 10,831	\$ 13,000	\$ 13,000	\$ 23,000	\$ 10,000	\$ -	\$ 17,750	\$ 13,000	\$ 7,729	\$ -

\$13,000 for mower for additional no mowers  
 \$10,000 for aerator storage bldg. no trimmers

	Average	2010	2009	2008	2007	2006	2005			
In-Mate Labor		\$ 465.05	\$ 1,835.82	\$ 1,574.85						
Rep. & Maint. Equip.	\$ 894	\$ 1,594	\$ 655	\$ 1,263	\$ 575	\$ 870	\$ 404			
Rep. & Maint. Central Garage	\$ 3,893	\$ 4,333	\$ 5,363	\$ 4,877	\$ 4,500	\$ 2,759	\$ 1,526			
Capital Equipment	\$ 7,836	\$ 6,561	\$ -	\$ 12,090	\$ 15,724	\$ 8,198	\$ 4,444			

Snowblower for skid loader and trailer  
 skid loader  
 v-plow

Rep. & Maint. Central Garage  
 would only be fuel for mowers  
 Truck oil changes and tires would stay in budget.

Will still have:

truck with snow blade  
 gator  
 skid loader with snow blower, backhoe  
 trailer

Will no longer have:

4 mowers and multiple weed trimmers.

**City of Yankton, South Dakota  
Turf Maintenance for Municipal Cemetery  
Request for Proposal**

**1. GENERAL INFORMATION**

The City of Yankton has attempted to provide the information and requirements for this RFP as complete as possible. However, the City must rely on the expertise of the firms submitting proposals to include all pertinent information not specifically mentioned, but necessary to provide complete service, as if they were specifically mentioned and delineated in the RFP.

In submitting a proposal, the Turf Maintenance Firm representative certifies they have reviewed this RFP and are familiar with the conditions contained therein. The City of Yankton will not be responsible for, nor incur any costs associated with, responding to this RFP.

The Turf Maintenance Firm shall provide all of the equipment, labor, and supplies/materials to fulfill the bid. The Turf Maintenance Firm representatives or employees will not be allowed to use any of the City's equipment.

**2. QUALIFICATIONS**

The intention of these specifications by the City of Yankton is to solicit bids for a term contract for turf maintenance for the Municipal Cemetery for three years beginning **March 1, 2016 and ending December 31, 2018.**

**EXPERIENCE AND QUALIFICATIONS**

The bid should include the following:

- Description of the company or individual applying- location, history, size, number of employees.
- Prior experience in large property turf maintenance and references to contact which will demonstrate successful turf maintenance history.
- An outline of services indicating how your firm will address the scope of services outlined in this RFP
- Years of experience of key personnel.
- List of all services in addition to those listed in this RFP that you believe may be required for this project.
- Explanation of any subcontracts that may be involved in any part of this project and extent of their responsibility.
- Provide any other pertinent information your firm deems important for our consideration
- Bid Cost for each of the yearly periods, March 1 – December 31, and then the total three year cost. The City of Yankton will pay the contracted service provider once monthly (March – December) according to City policy and procedures.

### 3. GENERAL SCOPE OF SERVICE

- Hours of work and supervision shall be conducted after 7:00am and not after 9:00pm.
- The Turf Maintenance Contactor will be notified of dates and times for burials with the requirement that no mowing or trimming be taking place in the cemetery during these ceremonies and equipment is not visible in cemetery during these ceremonies.
- Perform, coordinate, and supervise all regular cemetery mowing and string trimming starting on March 1 and ending December 31. Payments will be paid in ten (10) equal monthly payments starting in March and ending in December of each year.
- Scheduling must include mowing and string trimming to occur on the days leading up to Mother's Day, Memorial Day, Father's Day, 4<sup>th</sup> of July, and Labor Day.
- Report immediately to the City any accidents, injuries, or damage to or while on the Municipal Cemetery property.
- It will be critical that turf care is done in a manner to respect headstones and markers, and care taken to limit damage to headstones and markers.
- Begin mowing and string trimming grass as soon as it becomes needed. Mowing heights to be maintained at three (3) inches and mowing often enough to avoid excess clippings and wind rows. Mowing may not need to take place each week based on height of grass/weeds.
- String trimming should be done each time the grass is mowed.
- Trash in cemetery should be picked up and put in trash containers provided. Do not mow over trash!
- The property should be left in good appearance at the end of all days when work was performed.
- If corner markers of area blocks are dislodged or found by mowers, these need to be given to the City for reinstallation as they are used to determine block perimeters and burial site locations.
- No equipment may be stored or left over night on cemetery property.

## 4. Insurance

- Comprehensive General Liability Insurance on an occurrence basis with bodily injury limits of \$??? For each occurrence and for each person, and minimum Property Damage Liability Insurance with a limit of \$??? For each occurrence.
- Comprehensive Automobile Liability Insurance with minimum limit for bodily injury of \$??? For each occurrence and \$??? For each person, and minimum Property Damage Insurance with a limit of \$??? For each occurrence.
- Workers Compensation Insurance (with waiver of subrogation to the City of Yankton) as required by the laws of the State of South Dakota and Employer's Liability insurance coverage at the sole cost of the contractor.
- An annual proof of insurance certificates must be delivered to the City of Yankton's Parks Department prior to March 1 of each contract year.

### **Insurance:**

Failure to provide Affidavit of Insurance will result in a bid being declared nonresponsive. Failure to comply with these provisions is a breach of contract by the Contractor, which entitles the City of Yankton to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the City of Yankton.

Todd Larson  
Director  
Parks & Recreation Department  
City of Yankton, SD, 57078

Dated: January 20, 2016

-THE CITY OF YANKTON AN EQUAL OPPORTUNITY EMPLOYER

## Memorandum

**To:** Amy Nelson, City Manager  
**From:** Joe Morrow, Building Official  
**Subject:** Lewis & Clark Discovery Watershed Floodplain Mapping  
**Date:** January 18, 2016

---

Attached are a Missouri River Hydraulic Work Map along with a map detailing the Lewis and Clark Watershed. The Missouri River Hydraulic Work Map was released by the Federal Emergency Management Agency (FEMA) at a January 13, 2016 Flood Risk Review Meeting in Vermillion South Dakota. The map was developed as part of the 2012 Lewis and Clark Discovery Watershed Project that reevaluated the Missouri River's hydrology from the Gavin's Point Dam to the confluence of the Big Sioux River following the 2011 Missouri River flood event. The complete set of maps provides base flood information for Yankton, Clay and Union Counties along with the Cities of Yankton, Vermillion and Dakota Dunes.

As noted on the attached Work Map, approximately 3 miles of the Missouri River adjacent to the city limits now has established base flood elevations. Although the map, in its current form, is not ready to be adopted as official map panel, FEMA will allow city staff to use the maps as "Best Available Information" to establish base flood elevations. In the past, staff was tasked with using base flood information provided by the Corp of Engineers or interpreting high water marks on the banks of the Missouri River. The Hydraulic Work Map will simplify this process and allow for consistency. It is anticipated that FEMA will complete the final Study in 2017 and the final maps will then be presented to the City for review and public comment.

Because of the controlled releases from the Gavin's Point Dam, staff's initial review of the map is favorable and the information provided on the map will have a positive impact in setting base flood elevations for building projects.

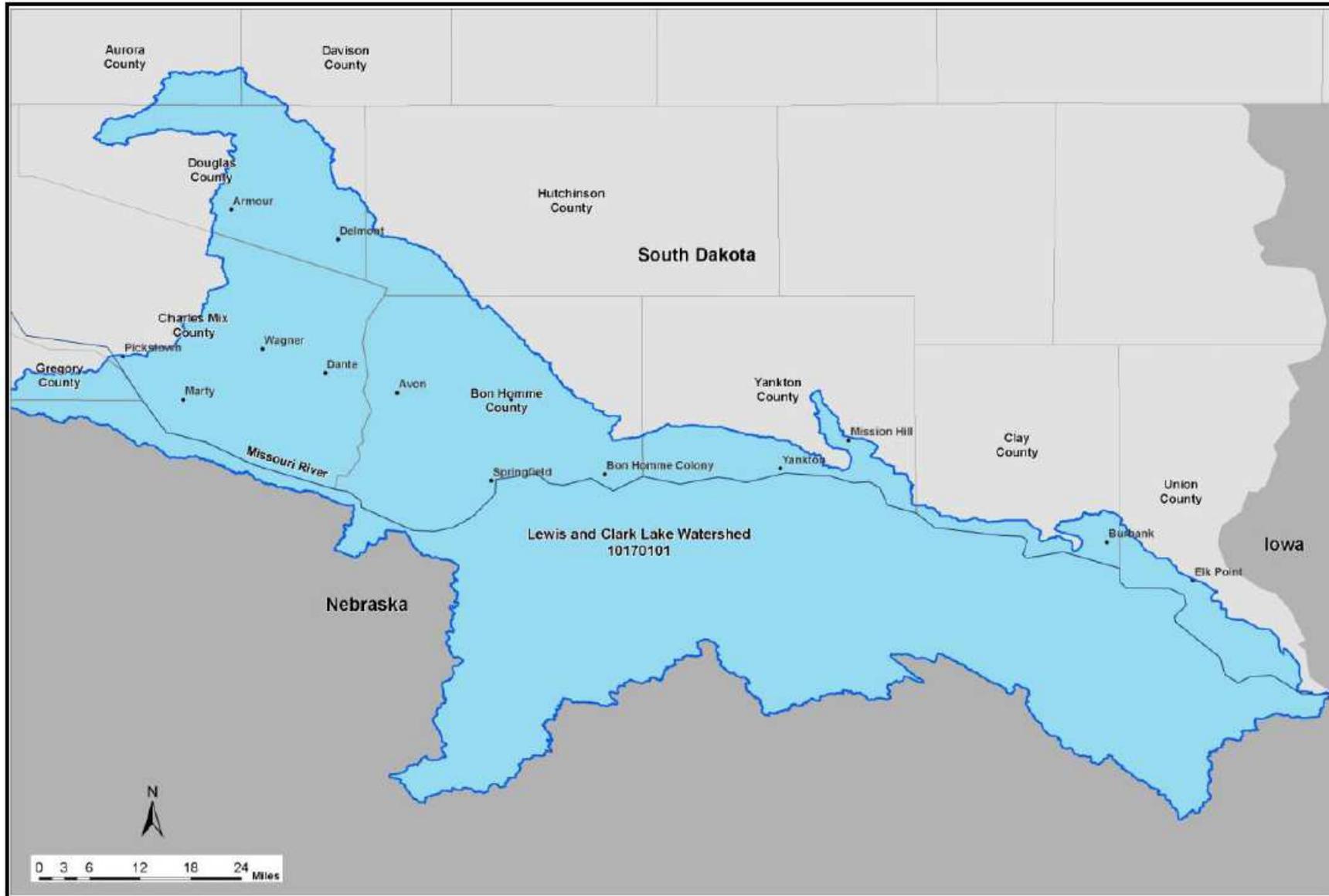
At this time, this is just for the Commission's information. Once FEMA's work is complete, you will be asked to adopt the revised map into our flood plain ordinance.

Respectfully,

Joe Morrow  
Building Official

Cc: Dave Mingo, Community Development Director

# Lewis and Clark Lake Watershed



YANKTON COUNTY

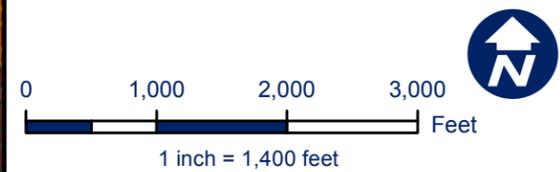
CITY OF YANKTON

CEDAR COUNTY

# MISSOURI RIVER HYDRAULIC WORKMAP

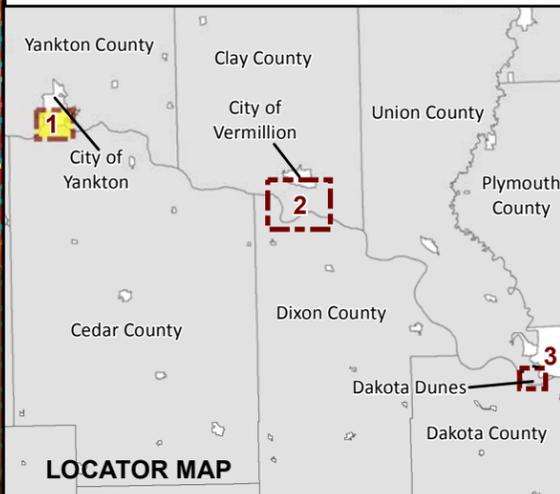
## LEGEND

- Study Profile Baseline
- Proposed Lettered Cross Section
- Proposed Floodway
- Proposed 1-Percent-Annual Chance Event
- Proposed 0.2-Percent-Annual Chance Event
- Bridge
- Mapbook Page
- Political Area



**DATA FRAME PROPERTIES:**  
 Coordinate System: NAD 1983 UTM Zone 14N  
 Projection: Lambert Conformal Conic  
 Datum: NAD 1983 2011  
 Vertical Datum: NAVD 88  
 Units: Feet

**Michael Baker INTERNATIONAL** 165 S. UNION BLVD. SUITE 200 LAKEWOOD, CO 80228 PHONE: 720-514-1100



Yankton - Map 1

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

## FINANCE MONTHLY REPORT

Activity	DEC 2015	DEC 2014	DEC 2015 YTD	DEC 2014 YTD
<b>UTILITY BILLING:</b>				
<b>Water</b>				
Water Sold (in gallons per 1,000)	40,769	44,814	700,160	643,788
Water Billed	\$344,290.13	\$352,395.46	\$5,182,360.30	\$4,701,899.98
Basic Water Fee/Rate per 1000 gal.	\$15.91/\$5.23	\$15.45/\$5.08		
Number of Accounts Billed	5,264	5,106	63,417	62,923
Number of Bills Mailed	5,264	5,106	63,417	62,923
Total Meters Read	5,553	5,556	66,787	66,483
Meter Changes/pulled	2	13	40	446
Total Days Meter Reading	1	1	12	16
Misreads found prior to billing	-	-	-	-
Customers requesting Rereads	-	-	-	3
<b>Sewer</b>				
Sewer Billed	\$257,625.80	\$263,899.38	\$3,233,765.63	\$3,070,995.17
Basic Sewer Fee/Rate per 1000 gal.	\$8.79/\$5.32	\$8.37/\$5.06		
<b>Solid Waste</b>				
Solid Waste Billed	\$80,056.87	\$77,282.44	\$932,425.98	\$903,557.66
Basic Solid Waste Fee	\$17.13	\$16.63		
<b>Total Utility Billing:</b>	<b>\$681,972.80</b>	<b>\$693,577.28</b>	<b>\$9,348,551.91</b>	<b>\$8,676,452.81</b>
<b>Adjustment Total:</b>	<b>(\$380.00)</b>	<b>(\$135.30)</b>	<b>(\$3,925.98)</b>	<b>(\$7,274.98)</b>
Misread Adjustments	\$0.00	\$0.00	(\$55.86)	(\$58.95)
Other Adjustments	(\$30.00)	(\$15.30)	(\$1,580.12)	(\$6,116.03)
Penalty Adjustments OFF	(\$360.00)	(\$130.00)	(\$2,500.00)	(\$1,250.00)
Penalty Adjustments ON	\$10.00	\$10.00	\$210.00	\$150.00
New Accounts/Connects	45	51	992	885
Accounts Finaled/Disconnects	141	105	899	908
New Accounts Set up	2	2	45	26
Delinquent Notices	418	437	4,672	4,789
Doorknockers	166	162	1,723	1,692
Delinquent Call List	117	110	1,115	834
Notice of Termination Letters	15	15	197	157
Shut-off for Non-payment	7	3	71	56
Delinquent Notice Penalties	\$4,180.00	\$4,370.00	\$46,720.00	\$47,890.00
Doorknocker Penalties	\$0.00	\$0.00	\$15,570.00	\$15,300.00
<b>Other Office Functions:</b>				
Interest Income	\$7,839.90	\$4,758.04	\$81,492.69	\$54,424.91
Interest Rate-Checking Account	0.49%	0.27%		
Interest Rate-CDs	N/A	N/A		
# of Monthly Vendor Checks	205	243		
Payments Issued to Vendors	\$1,035,717.28	\$1,271,093.87	\$26,019,389.10	\$16,173,858.12
# of Employees on Payroll	209	212		
Monthly Payroll	\$584,771.76	\$364,555.84	\$5,356,603.24	\$4,872,049.69

\*3 payperiods in December

	01Dec2015 31Dec2015	01Dec2014 31Dec2014	YTD 2015	YTD 2014
101 General Fund				
Revenues	1,242,337.57	1,887,794.83	10,719,601.58	11,345,806.89
Expenditures	869,984.37	1,277,778.10	9,391,226.76	8,496,174.72
201 Parks				
Revenues	16,922.65	4,033.24	28,624.28	15,905.40
Expenditures	85,405.77	92,453.92	984,320.45	895,985.92
202 Memorial Pool				
Revenues	18,574.08	15.35	50,407.22	49,459.01
Expenditures	164.73	6,546.80	180,465.55	176,613.20
203 Summit Activity Center				
Revenues	17,566.73	45,823.09	455,526.03	446,407.84
Expenditures	75,619.42	73,112.44	645,232.33	634,379.24
204 Marne Creek				
Revenues	88.67	53.15	512.85	164.05
Expenditures	6,864.43	10,924.35	82,839.72	100,968.07
205 Casualty Reserve				
Revenues	45.41	25.04	245.55	168.11
Expenditures				
207 Bridge and Street				
Revenues	10,810.46	10,753.92	22,000.24	21,757.12
Expenditures	10,312.50		19,974.95	3,064.40
211 Lodging Sales Tax				
Revenues	72,105.50	130,443.78	548,557.85	591,685.62
Expenditures		6,295.00	341,163.29	303,666.38
241 Infrastructure Improvement				
Revenue	587.82	1,666.93	27,326.37	35,332.09
Expenditures				
501-504 Improvements/Capital				
Revenues	39,970.22	9,362.37	329,755.54	93,817.41
Expenditures	23,362.71	50,032.17	654,439.66	140,603.67
506 Special Capital Improvements				
Revenues	2,153,630.61	867,054.75	5,978,727.43	3,609,015.81
Expenditures	23,800.44	649,600.24	1,408,379.25	2,717,787.05
509 TID #2 Morgan Square				
Revenues	27,981.46		56,687.58	57,757.60
Expenditures	28,343.79	28,878.80	56,687.58	57,757.60
601-604 Water				
Revenues	355,545.88	448,127.92	8,254,372.94	4,896,103.75
Expenditures	137,172.25	(1,468,036.07)	10,436,795.76	3,024,290.22
611 Wastewater				
Revenues	258,790.61	529,007.48	3,258,869.95	3,135,089.48
Expenditures	125,885.49	(124,475.06)	4,160,831.94	3,016,106.81
621 Cemetery				
Revenues	1,758.00	1,991.56	26,808.48	26,003.54
Expenditures	9,582.77	11,170.92	110,622.32	95,273.48
631 Solid Waste Collection				
Revenues	78,310.67	96,079.32	933,096.61	914,319.34
Expenditures	52,186.53	74,443.93	856,410.92	829,600.58
637 Joint Powers Landfill				
Revenues	74,190.96	87,232.79	1,102,539.86	958,191.96
Expenditures	94,639.10	39,064.31	1,190,380.26	983,597.33
641 Fox Run Golf Course				
Revenues	16,569.77	24,021.33	757,394.79	761,524.19
Expenditures	46,080.63	4,590.43	889,213.28	869,101.97

Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

1st - half of December information:

Fitness Classes-	
Early Bird Boot Camp class	45 participants
Power Abs	81 participants
Prime Time Senior class	36 participants
Tabata class	72 participants
Water aerobics	143 participants
Work-Out Express class	87 participants
Yoga classes	66 participants
Zumba class	40 participants

Rentals-	
o Birthday rentals-	8 parties
o SAC courts-	20.5 hours
o Theater-	0 hours
o Meeting rooms-	13 hours
o City Hall courts-	46 hours
o Capital Building-	0 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-	2,176 people
SAC memberships-	889
SAC attendance-	4,210 visits
New members-	39 people

Friday, January 1- No School Special. 19 non-member participants.

Monday, January 4- SAC Members Winter Swim Lesson Registration.

Tuesday, January 5- On-line Registration for Winter Swim Lessons opened to general public.

Todd will be meeting with Yankton School District personnel and school board members on January 26, along with youth softball representatives and some Parks Advisory Board members to discuss the expansion of softball fields at the SAC property. There are private donors interested in expanding the softball complex at the SAC property.

Todd is working on the 2016 Ribfest event. Saturday, June 4, 2016. The event is going to expand and have music, food, and beer on Friday evening, June 3, also.

Todd is working on the 2016 Rockin' Rumble event. The event is expanding into Friday night also. Dates are July 22 and July 23.

Todd is working on the fireworks order for July 4, 2015.

The Recreation Department is beginning to plan for the Special Olympics Southeast Region basketball tournament that will be held at the SAC on Saturday, February 13.

P&R Department CIM

Page 1 of 2

The SAC had an information booth at the Chamber's YankTON Challenge kick-off event on January 4.

## **PARKS**

The Parks Department is maintaining the outdoor ice for ice skating.

The Parks Department is maintaining City owned sidewalks when it comes to snow and ice removal.

The east field of the two Sertoma North fields has had the concrete backstop wall poured. The plan is to have the new backstop walls, poles, netting, and artificial turf installed on the two infields prior to the 2016 summer baseball season. The Sertoma Club is leading the effort to have shade structures installed over both spectator areas on the two north fields.

## **GOLF**

Advertising for full-time positions in the clubhouse has begun. The Golf Operations Manager position closes on Monday, January 25.

Publishing Dates: January 25 and February 1, 2016

**NOTICE TO BIDDERS**

Sealed bids will be received by the City Commission of the City of Yankton, South Dakota, at 416 Walnut Street Yankton, South Dakota, at the office of the City Finance Officer of said City until 3:00 P.M. or may be hand delivered to the place of opening at 3:00 P. M. on the 11th day of February, 2016, at which time they will be publicly opened and read in the Second Floor Meeting Room of City Hall, Yankton, South Dakota. Disposition of said bid will be held on the 22nd day of February, 2016, at 7:00 P.M. in the City of Yankton Community Meeting Room located in the Technical Education Center at 1200 W. 21<sup>st</sup> Street, Yankton, South Dakota.

Bids will be received on the following:

**ONE (1) NEW 2016 MODEL 16 CUBIC YARD REAR LOADING REFUSE BODY**

**FOR THE PUBLIC WORKS DEPARTMENT  
SOLID WASTE DIVISION**

Copies of the specifications and bidding forms can be obtained at the office of the Department of Public Works, 416 Walnut Street, Yankton, South Dakota 57078 or by telephoning (605) 668-5211.

All bids must be submitted on forms provided by the City of Yankton.

The City of Yankton, South Dakota 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.

Adam Haberman, PE  
Director of Public Works  
City of Yankton, South Dakota

Dated: January 25, 2016

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

Publishing Dates: January 25 & February 1, 2016

**NOTICE TO BIDDERS**

Sealed bids will be received by the City Commission of the City of Yankton, South Dakota, at 416 Walnut Street Yankton, South Dakota, at the office of the City Finance Officer of said City until 3:00 P.M. or may be hand delivered to the place of opening at 3:00 P. M. on the 11th day of February, 2016, at which time they will be publicly opened and read in the Second Floor Meeting Room of City Hall, Yankton, South Dakota. Disposition of said bid will be held on the 22nd day of February, 2016, at 7:00 P.M. in the City of Yankton Community Meeting Room located in the Technical Education Center at 1200 W. 21<sup>st</sup> Street, Yankton, South Dakota.

Bids will be received on the following:

**ONE (1) NEW 2016 OR NEWER MODEL 37,000 GVW 4x2 CLASS TRUCK**

**FOR THE PUBLIC WORKS DEPARTMENT  
SOLID WASTE DIVISION**

Copies of the specifications and bidding forms can be obtained at the office of the Department of Public Works, 416 Walnut Street, Yankton, South Dakota 57078 or by telephoning (605) 668-5211.

All bids must be submitted on forms provided by the City of Yankton.

The City of Yankton, South Dakota 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.

Adam Haberman, PE  
Director of Public Works  
City of Yankton, South Dakota

Dated: January 25, 2016

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

Publishing Dates: January 25 and February 1, 2016

## **NOTICE TO BIDDERS**

Sealed bids will be received by the City Commission of the City of Yankton, South Dakota, at 416 Walnut Street Yankton, South Dakota, at the office of the City Finance Officer of said City until 3:00 P.M. or may be hand delivered to the place of opening at 3:00 P. M. on the 11<sup>th</sup> day of February, 2016, at which time they will be publicly opened and read in the Second Floor Meeting Room of City Hall, Yankton, South Dakota. Disposition of said bid will be held on the 22<sup>nd</sup> day of February, 2016, at 7:00 P.M. in the City of Yankton Community Meeting Room located in the Technical Education Center at 1200 W. 21<sup>st</sup> Street, Yankton, South Dakota.

Bids will be received on the following:

### **ONE (1) NEW 2016 MODEL 56,000 GVW 6x6 CLASS TRUCK**

#### **FOR THE PUBLIC WORKS DEPARTMENT STREET DIVISION**

Copies of the specifications and bidding forms can be obtained at the office of the Manager of Public Works, 700 Levee Street, Yankton, South Dakota 57078 or by telephoning (605) 668-5211.

All bids must be submitted on forms provided by the City of Yankton.

The City of Yankton, South Dakota 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.

Adam Haberman, PE  
Director of Public Works  
City of Yankton, South Dakota

Dated: January 25, 2016

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

Publishing Dates: February 4 and February 11, 2016

## **NOTICE TO BIDDERS**

Sealed bids will be received by the City Commission of the City of Yankton, South Dakota, at 416 Walnut Street, Yankton, South Dakota, at the office of the City Finance Officer of said City until 3: 00 P.M. or may be hand delivered to the place of opening at 3:00 P.M. on the 17<sup>th</sup> day of February, 2016, at which time they will be publicly opened and read in the Second Floor Meeting Room of City Hall, Yankton, South Dakota. Disposition of said bids will be held on the 14<sup>th</sup> day of March, 2016, at 7:00 P.M. in the City of Yankton Community Room located in the Technical Education Center at 1200 W. 21<sup>st</sup> Street, Yankton, South Dakota.

Bids will be received on the following:

### **ONE (1) NEW 2016 MODEL SKID STEER LOADER**

THE PUBLIC WORKS DEPARTMENT  
Street Division

Copies of the specifications and bidding forms may be obtained at the Office of the Department of Public Works, 416 Walnut Street, Yankton, South Dakota 57078 or by telephoning (605) 668-5211.

All bids must be submitted on forms provided by the City of Yankton.

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

Adam Haberman, PE  
Director of Public Works  
City of Yankton, South Dakota

Dated: February 4, 2016

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

**CITY of YANKTON**  
**PLANNING COMMISSION MEETING MINUTES**  
**for**  
**January 11, 2016**

The meeting was called to order at 5:30 p.m. by Chairman Wenande

**ROLL CALL:**

Present – Steve Pier, Marc Mooney, Jon Economy, Bruce Viau, ETJ Member Michael Welch and Chairman Brad Wenande.

Unable to attend: Lynn Peterson, Deb Specht, Dr. Scott Shindler and Mike Healy.

City Commission Representative Chris Ferdig arrived at the time noted in the minutes.

Chairman Wenande asked for approval of the December 14, 2015 meeting minutes.

16-01 **MINUTES** – December 14, 2015

**MOTION** – It was moved by Commissioner Economy and seconded by Commissioner Pier to approve the minutes of the December 11, 2015 meeting.

**VOTE** – Voting “Aye” – all members present. Voting “Nay” – none.

**MOTION – PASSED**

City Commission Representative Ferdig arrived at this time, 5:34 pm.

Chairman Wenande read the consent item that establishes February 8, 2016 as the date for a public hearing to consider an amendment to a current daycare Conditional Use Permit. Said amendment would permit the referenced property to be used as a daycare or church. Outlot 129 except the south 1/2 of Auditor’s Outlots. Address 1010 Burleigh Street. Care-A-Lot Daycare Center, LLC, owner.

16-02 **MOTION** – It was moved by Commissioner Mooney and seconded by Commissioner Viau to establish February 8, 2016 as date for public hearing to consider an amendment to a current daycare Conditional Use Permit. Said amendment would permit the referenced property to be used as a daycare or church. Outlot 129 except the south 1/2 of Auditor’s Outlots. Address 1010 Burleigh Street. Care-A-Lot Daycare Center, LLC, owner.

**VOTE** – Voting “Aye” – all members present. Voting “Nay” – none.

**MOTION – PASSED**

Chairman Wenande read the action item to consider a plat review of Lot 7, Block 1, East 50 Industrial Park, in Government Lot 3, Section 16, T93N, R55W, of the 5<sup>th</sup> P.M., Yankton County, South Dakota. Address, 2600 Mopar Lane. Terry Saylor, owner. Mr. Mingo advised this plat is within the 3 mile jurisdiction of the City of Yankton. There are a couple of items that would need to be considered if this property was located in or adjacent to the city limits. However, since it is not, our purpose for review is for compliance with the extension of the City's street grid system. Staff recommends approval of the plat as presented.

Commissioner Welch inquired as to whether this plat is located near JR's Gas Station. Mr. Mingo responded that it is southeast of JR's. Commissioner Pier asked where this plat falls on the street grid. Mr. Mingo stated it is approximately 150 feet north of 1<sup>st</sup> 16<sup>th</sup> line south of Hwy 50. Commissioner Welch asked why the property south of Lot 7 doesn't have 33 feet of right of way. Mr. Mingo answered that it is owned by someone else, and that it would be obtained in the future when that property is platted. Mr. Mingo also stated that the 66 feet of the ROW is being dedicated to the left / west of Lot 7 to Eagle Drive, which is the full dedication needed. This is possible because it is owned by the same person as Lot 7.

Commissioner Welch asked what it meant to be in Government Lot 3. Mr. Mingo stated this was what the lots were named many years ago as they were owned by the Government, lots located along the river were named Government. Commissioner Pier asked about access into this property. Mr. Mingo stated that access would be via Chevy Lane and Mopar Lane.

16-03 **MOTION** – It was moved by Commissioner Mooney and seconded by Commissioner Economy to recommend approval of the plat of Lot 7, Block 1, East 50 Industrial Park, in Government Lot 3, Section 16, T93N, R55W, of the 5<sup>th</sup> P.M., Yankton County, South Dakota. Address, 2600 Mopar Lane. Terry Saylor, owner.

**VOTE** – Voting “Aye” – all members present. Voting “Nay” – none.

**MOTION** – **PASSED Moves to City Commission Meeting on January 25, 2016.**

2015 Year End Building Permit Report Update - Mr. Mingo advised that 2015 was a record year with 115 housing units which exceeds the 98 units that were permitted in 2007. Mr. Mingo also stated that Yankton Heights is in the process of purchasing the remaining land in Fox Run Parcel B to build a twin to the apartment building they built last year. Commissioner Pier stated he was surprised there was only 1 building permit issued for the ETJ and asked if Mr. Mingo thought this was a concern. Mr. Mingo stated no they would prefer the numbers to be low because that is an indication that the ordinance works.

Permits in that area will increase when the land is annexed and developed to urban standards. In those cases, like Westbrook Estates, the permits are no longer classified as ETJ. Commissioner Economy asked what the single ETJ permit was. Mr. Mingo did not have that information.

Commissioner Mooney stated that Mr. Mingo did a good job explaining the sales tax issue in the recent Press & Dakotan article and wanted to know why the numbers were so high for the City of Vermillion. Mr. Mingo stated that it could be a number of factors. The timing of when numbers are reported, student population could have a factor and that some small restaurants opening in Vermillion could alter the numbers.

City Department Organization – Mr. Mingo discussed changes being made to some city departments. Community Development will now be called Community & Economic Development. The airport will now fall under the Community & Economic Development department, rather than the Public Works department. It was also announced that Lisa Utech, previously reported to Kevin Kuhl, will now be working as a member of the Community & Economic Development Department. Commissioner Economy asked why these changes have taken effect. Mr. Mingo replied stating that with Kevin Kuhl, Director of Public Works retiring, the work load would be shared better having the airport under the Community & Economic Development Department.

16-04 **ADJOURNMENT**

**MOTION** – It was moved by Commissioner Pier and seconded by Commissioner Viau to adjourn at 5:50 p.m.

**VOTE** – Voting “Aye” – all members present. Voting “Nay” – none.

**MOTION – PASSED**

Respectfully submitted,

Dave Mingo  
Secretary

**City of Yankton**  
**Airport Advisory Board Meeting Notes**  
**for**  
**December 21, 2015**  
(approved)

**ROLL CALL:**

Present – Mark Yonke, Jim Cox, George Munn, Jr., and Steve Hamilton

Also Present – Kevin Kuhl, Amy Nelson, Jake Hoffner, Mike Roinstead, Chris Nielsen, Amy Nelson, John Lillivold & Flight Instructor Trevor Zimmer

Absent – Brad Woerner, Dawn Steffes, Roger Huntley

**MINUTES** – October 21, 2015

**MOTION** – It was moved by Steve Hamilton and seconded by Mark Yonke to approve the amended October 21, 2015, meeting minutes.

Roger Huntley arrives at meeting

**Monthly Fuel Report**

For the month of November fuel report, there were 66 transactions and sold 3,635 gallons. Last year, 4,180 gallons were sold.

For the month of October fuel report, there were 114 transactions and 5,238 gallons of fuel sold. Last year, 5,607 gallons were sold.

**Staff Report**

Kevin advised everything going good, have heard nothing regarding the apron project. Taxiway midway project really needs to happen, there is funds available but you have to work for it.

**ADJOURNMENT**

**MOTION** – It was moved to adjourn by Roger Huntley.

**VOTE** – Voting “Aye” – all members present. Voting “Nay” – none.

**MOTION – PASSED**

***Memorandum #16-16***

*To: City Manager*  
*From: Finance Department*  
*Date: January 11, 2016*  
*Subject: Riverboat Days License Applications.*

We have received the following application from the Riverboat Days Committee:

1. Transient Merchant – August 19-21, 2016
2. Special Events Dance – Riverside Park Ball Diamond –  
August 19-21, 2016 - \$15.00 (City Hall Auditorium will be used as a  
rain date.)

All fees have been paid and proof of insurance has been furnished.



Al Viereck  
Finance Officer

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

***Memorandum #16-02***

*To: City Manager*  
*From: Finance Department*  
*Date: January 12, 2016*  
*Subject: Rockin Ribfest Licenses*

We have received the following application from Historic Downtown Yankton, Inc.:

1. Transient Merchant – June 3 & 4, 2016
2. Special Events Dance – Memorial Park –  
June 3 & 4, 2016

All fees have been paid and proof of insurance has been furnished.



Al Viereck  
Finance Officer

\_\_\_\_ Voice vote

**Memorandum #16-15**

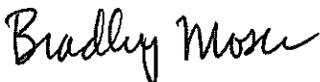
**To:** Amy Nelson, City Manager  
**From:** Bradley Moser, Civil Engineer  
**Subject:** Establishing a Public Hearing for the Assessment Project to Pave the North-South Alley from 9<sup>th</sup> Street to 10<sup>th</sup> Street, between Walnut Street and Douglas Avenue  
**Date:** January 19, 2016

Attached is the Resolution of Necessity for consideration that relates to the petitioned improvements for the north-south alley from 9<sup>th</sup> Street to 10<sup>th</sup> Street between Walnut Street and Douglas Avenue. Also attached are copies of the estimated cost for each property and the petition signed by the property owners.

Owner signatures on the petition represent 69.77% of the total front footage along the alley. South Dakota Codified Law allows local governments to authorize an assessment project if 45% or more of the property owners are in favor of the project. However, the local government is not required to authorize the project even if all of the property owners are requesting the project. Based on the front footage percentage of owners who have signed the petition, it will be within the City Commission's discretion to authorize or not authorize this project. The decision should be made after the public hearing is held for the project and after a funding mechanism for the project has been determined. If necessary the Commission can authorize the project in a future year so that the project can be put into the budget.

It is requested that the City Commission establish a public hearing on February 8, 2016, to consider Resolution #16-04 the Resolution of Necessity for the alley project. Notices will be sent to the property owners along the alley who would be assessed for this project. Procedural requirements will be followed if the City Commission acts to establish the public hearing to consider Resolution #16-04.

Respectfully submitted,



Bradley Moser  
Civil Engineer

**Recommendation: It is recommended that the City Commission establish a public hearing on February 8, 2016 to consider Resolution #16-04 the Resolution of Necessity for the Special Assessment Project for the north-south alley from 9<sup>th</sup> Street to 10<sup>th</sup> Street between Walnut Street and Douglas Avenue as detailed in Memorandum #16-15.**

I concur with the recommendation.

I do not concur with the recommendation.



Amy Nelson  
City Manager

cc: Adam Haberman, PE

\_\_\_\_ Voice vote

## RESOLUTION 16-04

### A RESOLUTION DECLARING THE NECESSITY OF CONSTRUCTING IMPROVEMENTS FOR THE ALLEY FROM 9<sup>th</sup> STREET TO 10<sup>th</sup> STREET BETWEEN WALNUT STREET AND DOUGLAS AVENUE

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

SECTION 1. That it is deemed and declared necessary to construct improvements in accordance with plans and specifications therefore, prepared under the direction of the Department of Public Works on the alley from 9<sup>th</sup> Street to 10<sup>th</sup> Street between Walnut Street and Douglas Avenue, in the City of Yankton, South Dakota, abutting upon the following described property to be assessed therefore:

**Lots 1 through 16, Block 6 of Wetmore & Stewart Addition.**

SECTION 2. That the nature of said improvements is to construct a three inch asphalt pavement surface, along with items such as six inches of gravel base course, unclassified excavation/earthwork and grading, seeding and approach pavements, as needed, and all other incidentals in the above named location.

This project does not include improvements outside of the alley right-of-way, concrete driveway approaches. The project does include some slope work on private property, as necessary.

SECTION 3. That the cost and expense of the above listed improvements shall be levied by special assessment upon the above described properties in accordance with Chapter 9-43 of the South Dakota Codified Laws. Said improvements shall be assessed upon the above described properties abutting thereon according to the benefits derived in accordance with Chapter 9-45 of the South Dakota Codified Laws.

SECTION 4. Said assessment may be paid in ten (10) equal annual installments. Any such assessment or any installment thereof unless paid within thirty (30) days after the filing of the Assessment Roll in the Office of the City Finance Officer shall be collected under Plan Two, with interest in accordance with the procedure provided in SDCL 9-43-42 through 9-43-53, as amended. In all cases where interest on such assessment or the installment thereof is to be charged and collected in accordance with the law, the rate to be charged shall be as established by the Board of City Commissioners.

Dated: \_\_\_\_\_

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

Attest:

\_\_\_\_\_  
Al Viereck  
Finance Office

MICHAEL O'CONNOR  
661-3307

661 5857 <sup>760</sup> APT 5 WALNUT

360  
8816

Lowell  
APT 5

PETITION FOR PUBLIC IMPROVEMENT

To the Honorable Mayor and Board of City Commissioners of the City of Yankton, South Dakota:

We, the undersigned property owners, do hereby respectfully petition the Board of City Commissioners of Yankton, South Dakota to adopt a resolution providing for the construction of the alley in **Block 6, Wetmore & Stewart Addition**, in the City of Yankton. The alley is located between Walnut Street and Douglas Avenue, from 9<sup>th</sup> Street to 10<sup>th</sup> Street. The project is to include engineering, grading, aggregate base course, asphalt pavement and concrete alley approaches.

That the cost and expenses of said improvement be paid for by special assessment upon the property benefited in a manner provided for by South Dakota Codified Law.

(Note: If there are multiple owners for a property, all owners must sign the petition for the property to be represented.)

OWNER'S SIGNATURE

LOT DESCRIPTION

- ✓ W. Mead 915 Douglas Yankton
- ✓ John Palmer 911 Douglas Yankton
- ✓ John Palmer 911 Douglas Yankton
- ✓ John 913 Douglas Yankton
- ✓ Jim 909 Douglas Yankton
- ✓ Prize Saylor 912 Walnut Yankton
- ✓ Steve Kaske 902 Walnut Yankton
- ✓ Rand 918 Walnut Yankton
- ✓ Edgar Smith 901 Yankton
- ✓ John 903+5 Yankton

Property Owners for Alley From 9th Street to 10th Street  
 Between Walnut Street & Douglas Ave.  
 All in the City of Yankton, Yankton County, South Dakota

Estimated Cost of Construction:

Cost per front foot: \$48.6189

Owner	Address	Legal Description of Assessment Property	Front Footage (Ft.)	Estimated Cost
William & Patricia Rueppel	915 Douglas Avenue, Yankton, SD 57078	LT 1, BLK 6, WETMORE & STEWART	48	\$2,333.71
Michael O'Connor	913 Douglas Avenue, Yankton, SD 57078	LT 2, BLK 6, WETMORE & STEWART	45	\$2,187.85
Darrolld & Edith Palmer	911 Douglas Avenue, Yankton, SD 57078	LT 3, BLK 6, WETMORE & STEWART	45	\$2,187.85
James Wright & Colleen Kelley	909 Douglas Avenue, Yankton, SD 57078	LT 4 & N2 of LT 5, BLK 6, WETMORE & STEWART	67.5	\$3,281.77
Galaxy Properties, LLC	2919 Masters Avenue, Yankton, SD 57078	S2 of LT 5 & ALL LTS 6 & 7, BLK 6 WETEMORE & STEWART	112.5	\$5,469.62
Ethan & Sarah Smith	901 Douglas Avenue, Yankton, SD 57078	LT 8, BLK 6, WETMORE & STEWART	45	\$2,187.85
Barry & Jodie Nielsen	2100 Phillips Ave., Sioux Falls, SD 57105	LT 9, BLOCK 6, WETMORE & STEWART	45	\$2,187.85
Steven & Jeannie Kasik	43166 Valley View Dr., Yankton, SD 57078	LT 10 & S1' of LT 11, BLK 6, WETMORE & STEWART	46	\$2,236.47
Snook Living Trust	904 Walnut Street, Yankton, SD 57078	LT 11, EXC. S1', BLK 6, WETMORE & STEWART	44	\$2,139.23
Lowell Groeneweg	25631 463 Ave., Hartford, SD 57033	LT 12 & S2 of LT 13, BLK 6, WETMORE & STEWART	67.5	\$3,281.77
Kristen Kleinschmit & Brice Saylor	912 Walnut Street, Yankton, SD 57078	N2 of LT 13, ALL LT 14 & S2 of LT 15, BLK 6, WETMORE & STEWART	90	\$4,375.70
Randy Brandon	918 Walnut Street, Yankton, SD 57078	N2, EXC. E65', N15' of BLK 15 & W107' of BLK 6, WETMORE & STEWART	7.5	\$364.64
JRD Enterprises, LLC	PO Box 76, Yankton, SD 57078	E65', N15' of LT 15 & E65' of LT 16, BLK 6 WETMORE & STEWART	63	\$3,062.99
			726	\$35,297.30

% that signed petition:

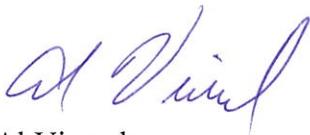
69.77%

NOTICE OF HEARING UPON APPLICATION  
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN that an application has been received by the Board of City Commissioners of the City of Yankton, South Dakota, for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for one day, February 21, 2016, from the Center (Christy Hauer, Executive Director), 900 Whiting Drive, Yankton, South Dakota.

NOTICE IS FURTHER GIVEN that a Public Hearing upon the application will be held on Monday, February 8, 2016, at 7:00 p.m. in the City of Yankton Community Meeting Room at the Technical Education Center, 1200 West 21<sup>st</sup> Street, Yankton, South Dakota, where any person or persons interested in the approval or rejection of the above application may appear and be heard.

Dated at Yankton, South Dakota  
this 25<sup>th</sup> day of January, 2016.



Al Viereck  
FINANCE OFFICER

***Memorandum #16-31***

*To: City Manager*  
*From: Finance Department*  
*Date: January 19, 2016*  
*Subject: Yankton Harvest Halloween License Applications.*

We have received the following application from the Yankton Harvest Halloween Committee:

1. Transient Merchant – May 1 – October 31, 2016.  
(Including Farmers Market on Saturday mornings.)
2. Special Events Dance – October 29, 2016

All fees have been paid and proof of insurance has been furnished.



Al Viereck  
Finance Officer

NOTICE OF HEARING UPON APPLICATION  
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN that an application has been received by the Board of City Commissioners of the City of Yankton, South Dakota, for a New Retail (on-off sale) Wine License for January 1, 2016, to December 31, 2016 from Willa B's, LLC d/b/a Willa B's Bistro & Emporium, (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A, Yankton, S.D.

NOTICE IS FURTHER GIVEN that a Public Hearing upon the application will be held on Monday, February 8th, 2016 at 7:00 p.m. in the City of Yankton Community Meeting Room at the Technical Education Center, 1200 West 21<sup>st</sup> Street, Yankton, South Dakota, where any person or persons interested in the approval or rejection of the above application may appear and be heard.



Al Viereck  
FINANCE OFFICER

\_\_\_\_ Voice vote

NOTICE OF HEARING UPON APPLICATION  
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN that an application has been received by the Board of City Commissioners of the City of Yankton, South Dakota, for a New Retail (on-off sale) Malt Beverage License for July 1, 2015, to June 30, 2016, from Willa B's, LLC d/b/a Willa B's Bistro & Emporium, (Chauntel Wright, Partner) 215 W. 3<sup>rd</sup> Street, Suite A, Yankton, S.D.

NOTICE IS FURTHER GIVEN that a Public Hearing upon the application will be held on Monday, February 8, 2016 at 7:00 p.m. in the City of Yankton Community Meeting Room at the Technical Education Center, 1200 West 21<sup>st</sup> Street, Yankton, South Dakota, where any person or persons interested in the approval or rejection of the above application may appear and be heard.

Dated at Yankton, South Dakota,  
this 25<sup>th</sup> day of January, 2016.



Al Viereck  
FINANCE OFFICER

\_\_\_\_ Voice vote

***Memorandum #16-17***

*To: City Manager*  
*From: Finance Department*  
*Date: January 11, 2016*  
*Subject: Special Events Malt Beverage License for Riverboat Days.*

We have received an application for a Special Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 3 days, August 19-21, 2016 from Yankton Area Riverboat Days, Inc. (Milissa Wuebben, Treasurer), Riverside Park, Yankton, S.D.

The above applicant is in compliance with the City Code of Ordinances, as checked by the Department of Finance. The applicant is in compliance with all building and fire codes.



Al Viereck  
Finance Officer

***Memorandum #16-18***

*To: City Manager*  
*From: Finance Department*  
*Date: January 11, 2016*  
*Subject: Special Events Malt Beverage License for Riverboat Days.*

We have received an application for a Special Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 3 days, August 19-21, 2016 from Yankton Area Riverboat Days, Inc. (Milissa Wuebben, Treasurer), City Hall Auditorium, Yankton, S.D.

The above applicant is in compliance with the City Code of Ordinances, as checked by the Department of Finance. The applicant is in compliance with all building and fire codes.



Al Viereck  
Finance Officer

***Memorandum #16-19***

*To: City Manager*  
*From: Finance Department*  
*Date: January 12, 2016*  
*Subject: Special Events Malt Beverage & Wine License-Rocking Ribfest*

We have received an application for a Special Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 2 days, June 3 & 4, 2016, from Yankton Rockin' Ribfest, Inc., (Kristy Wyland, President) d/b/a Yankton Rockin' Ribfest, Inc., Memorial Park, 2000 Douglas Avenue, 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. The applicant is in compliance with all building and fire codes.



Al Viereck  
Finance Officer

***Memorandum #16-20***

*To: City Manager*  
*From: Finance Department*  
*Date: January 12, 2016*  
*Subject: Special Events Malt Beverage/Wine License-The Center*

We have received an application for a Special Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 1 day, April 30, 2016, from The Center (Christy Hauer, Executive Director), 900 Whiting Drive, 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. The applicant is in compliance with all building and fire codes.



Al Viereck  
Finance Officer

***Memorandum #16-21***

*To: City Manager*  
*From: Finance Department*  
*Date: January 12, 2016*  
*Subject: Special Events Wine-L & C Theatre Co.*

We have received an application for a Special Events RETAIL (on-sale) Wine dealers License for 1 day, January 29, 2016 from Lewis & Clark Theatre Company (Tara Gill, President), 328 Walnut, 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. The applicant is in compliance with all building and fire codes.



Al Viereck  
Finance Officer

***Memorandum #16-22***

*To: City Manager*  
*From: Finance Officer*  
*Date: January 12, 2016*  
*Subject: New Retail (on-off sale) Wine License-Coraima's*

We have received an application for a New Retail (on-off sale) Wine License for January 1, 2016, to December 31, 2016, from Coraima's LLC., d/b/a Coraima's Mexican Store, (Edras Chua, Partner) 401 Picotte Street, Yankton, S.D.

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 #16-23**

To: City Manager  
From: Finance Officer  
Date: January 12, 2016  
Subject: Transfer Retail (of- sale) Package License-JR's Oasis

We have received an application for the transfer of ownership of a Package (off-sale) Liquor License for January 1, 2016, to December 31, 2016, from Shree, LLC, (Dipan Patel, Business Owner) d/b/a JR's Oasis, to Shreenish, LLC, (Dipan Patel, Business Owner) d/b/a JR's Oasis, 2404 E. Highway 50, Yankton, S.D.

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 #16-24***

*To: City Manager*  
*From: Finance Officer*  
*Date: January 12, 2016*  
*Subject: Transfer Retail (on-off sale) Malt Bev & SD Farm Wine Lic.-Muggsy's*

We have received an application for the transfer of location and ownership of a Retail (on-off sale) Malt Beverage & SD Farm Wine License for July 1, 2015, to June 30, 2016, from KA-CHING KA-CHING, Inc., d/b/a KA-CHING KA-CHING, 807 Bill Baggs Road, To Shree, LLC (Dipan Patel, Business Owner) d/b/a Muggsy' Sub Galley, 821 Broadway, Yankton, S.D.

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 the premises are in compliance with building and fire codes.



Al Viereck  
Finance Officer

## *Memorandum #16-32*

**To:** Amy Nelson, City Manager  
**From:** Todd Larson, Director of Parks, Recreation, & City Events  
**Subject:** Recommendation for Vehicle Purchase from the State Bid List for the Department of Parks and Recreation  
**Date:** January 19, 2016

---

The 2016 budget provides for the purchase of a replacement truck for the Department of Parks and Recreation at the Cemetery. The vehicle to be replaced is a 2004 Chevy 4x4. Replacement of this vehicle meets the approved equipment replacement plan of ten years or 100,000 miles. The department was going to trade-in the truck on the purchase of the new truck, but the Water Department is in need of a vehicle and since this vehicle is in good shape it will be transferred to the Water Department.

The State of South Dakota has completed their vehicle bidding for 2016 models. The list includes a vehicle meeting our needs. Northtown can provide the vehicle locally. The Yankton dealership is willing to sell the truck to the City matching the state bid. This will enable us to have the vehicle delivered directly to and serviced in Yankton prior to our acceptance. This practice has been established as acceptable with previous purchases from the state bid list.

The vehicle requested for purchase is a 2016 Chevrolet Silverado, dual rear-wheel, chassis cab only. Base cost for the vehicle is \$28,148. Upfitter switches and all terrain tires are being added for the additional cost of \$690. The total price for the vehicle would be \$28,838.

Since the truck is a chassis cab only, the department was going to use the box off of the 2004 Chevy. Since that 2004 truck is being transferred to the water department, the parks CIP will be monitored and a box will be purchased separately for this vehicle with unspent CIP equipment funds.

The 2016 budget provides \$30,000 for the purchase of the vehicle. Important reasons for approving this purchase now include receiving it in time for our busy maintenance season, being assured that we will be able to obtain the vehicle as specified, and to take advantage of the state pricing while it is still available.

Recommendation: It is recommended that the Commission approve the purchase of the 2016 Chevrolet Silverado, dual rear-wheel, chassis cab only.

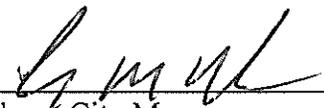
Respectfully submitted,



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 #16-28

**To:** Amy Nelson, City Manager  
**From:** Dave Mingo, AICP Community Development Director  
**Subject:** Planning Commission Action #16-03 / Resolution #16-05  
**Date:** January 18, 2016



---

### PLAT REVIEW

**ACTION NUMBER: 16-03**

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

**APPLICANT / OWNER:** Terry Sayler.

**ADDRESS / LOCATION:** 2600 Mopar Lane. Please reference the attached map.

**PROPERTY DESCRIPTION:** Lot 7, Block 1, East 50 Industrial Park, in Government Lot 3, Section 16, T93N, R55W, of the 5<sup>th</sup> P.M., Yankton County, South Dakota.

**ZONING DISTRICT:** RTJ I-1 Industrial.

**PREVIOUS ACTION:** Original East 50 Industrial Park plat.

**COMMENTS:** The location of the proposed plat is in the City's three mile plating jurisdiction. This allows the City to require the dedication of right-of-way along the extension of the planned street grid. The proposed plat is located in adjacent to a previously approved subdivision with identified right-of-way corridors serving as the primary access to the property. The previous adjacent right-of-way dedications identify the location of the corridor that needs to be included in the proposed plat. The plat is not adjacent to the City's corporate limits so the Subdivision Ordinance requirements do not apply.

The proposal will also be subject to county platting review as it moves forward through the process.

Staff recommends approval of the proposed plat.

#### HEARING SCHEDULE:

January 11, 2016: The Planning Commission reviews the plat and makes a recommendation to the City Commission.

January 25, 2016: The City Commission reviews the plat and makes a final decision.

**Planning Commission results:** The Planning Commission recommended approval of the proposed plat.

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

**RESOLUTION #16-05**

WHEREAS, it appears from an examination of the plat of Lot 7, Block 1, East 50 Industrial Park, in Government Lot 3, Section 16, T93N, R55W, of the 5<sup>th</sup> P.M., Yankton County, South Dakota prepared by Thomas Lynn Week, a registered land surveyor in the State of South Dakota, and

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

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:

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

ATTEST:

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

## Plat Location Map

Lot 7, Block 1, East 50 Industrial Park, in Government Lot 3, Section 16,  
T93N, R55W, of the 5<sup>th</sup> P.M., Yankton County, South Dakota  
2600 Mopar Lane



Located southeast of Pro Auto Inc. on East Highway 50 approximately three tenths of a mile east of Bill Baggs Road.



**Memorandum #16-27**

**To:** *Amy Nelson, City Manager*  
**From:** *Bradley Moser, Civil Engineer*  
**Subject:** *Acceptance of the Sanitary Sewer, Storm Sewer and Street Improvements for Phase I of the Westbrook Estates Housing Project*  
**Date:** *January 14, 2016*

---

The developer, Yankton Area Progressive Growth (YAPG) is asking that the utility and street improvements for Phase I of the Westbrook Estates Housing Project be accepted. The improvements are located in front of the following lots:

Block 1, Lots 1 thru 9,  
 Block 2, Lots 1 thru 7,  
 Block 3, Lots 1 thru 16,  
 Block 4, Lots 1 thru 11,  
 Block 5, Lots 1 thru 4,  
 All in Westbrook Estates Addition

Acceptance would add four new road sections to the City system. The two north-south streets, Dorian Street and Wynn Way, would both run from 25<sup>th</sup> Street to 26<sup>th</sup> Street. The east west sections of 25<sup>th</sup> Street and 26<sup>th</sup> Street would begin at West City Limits Road and end 150 feet and 285 feet, respectively, west of Wynn Way. A map has been attached for your convenience.

As explained in the attached letter from John Kramer, President of YAPG, the improvements are essentially complete except for the items described below. These are items that cannot or should not be completed during the cold season of the year. The items identified and the associated costs to complete or repair each, are as follows:

Grading, rip-rap and drainage fabric installation	\$ 4,000.00
Asphalt repair	\$ 2,000.00
Sidewalk installation	\$12,800.00

Staff recommends that City Commission acceptance of this development should be conditional upon YAPG's financial guarantees of \$18,800.00 to cover the value of the items.

Although the water main was installed to City specifications it will ultimately be accepted by B-Y Water. As for the remaining utilities, the engineer, Eisenbraun & Associates, has represented that all work was completed in accordance to the approved plans and has passed the required testing. In addition, the Environmental Services Department has inspected the improvements and found them to be satisfactory.

The billing costs associated with the inspection, administrative services and service connection fees have been calculated. A payment, of \$3,360.22, has been received from the developer. The calculation totals are as follows:

Total Personnel Labor Costs	\$2,265.22
Water and Sewer Connection Fees	<u>\$1,095.00</u>
GRAND TOTAL:	\$3,360.22

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

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

Respectfully submitted,



Bradley Moser  
Civil Engineer

**Recommendation: It is recommended that the City Commission accept the water, sewer, storm and street improvements for Phase I of the Westbrook Estates Addition with the condition that YAPG's financial guarantees of \$18,800.00 to cover the value of the items not completed due to weather as detailed in Memorandum #16-27.**

\_\_\_\_\_ I concur with the recommendation.

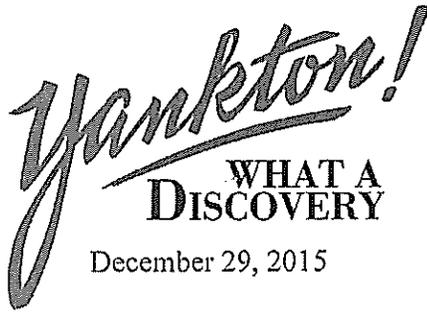
\_\_\_\_\_ I do not concur with the recommendation.

---

Amy Nelson  
City Manager

cc: Adam Haberman, PE

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



December 29, 2015

Amy Nelson, City Manager  
City of Yankton  
416 Walnut Street  
Yankton, SD 57078

RE: City Acceptance of the Westbrook Estates Housing Infrastructure Improvements

Dear Ms. Nelson:

Thank you and the City Commission for being strong supporters of the Westbrook Estates Housing Project. This project has come a long way since early 2015 when it was decided to move forward with the housing project. Without the City's support and cooperative spirit, this critically important housing project would not have progressed as rapidly as it did.

Since beginning construction of the project, nearly all of the infrastructure work has been completed. The sanitary sewer, storm sewer, curb and gutter and asphalt work are all essentially complete and we would like the City to accept these improvements and take them over as City infrastructure. We are concurrently asking BY Water to take over the water system improvements for the project. City and BY Water personnel are in the process of inspecting the completed infrastructure and any items noted by these inspections will be completed as warranty items.

We realize that rip-rap and drainage fabric need to be installed at the outlet of two of the storm sewer pipes. This work will be completed possibly yet this winter and for sure in the spring. The value of this work is \$4,000 and when these items are installed, all of the infrastructure that will belong to the City will have been completed.

There are four locations where asphalt needs to be replaced as warranty work by the Contractor. This work will be completed in the spring when asphalt is available and the value of the replacement asphalt is approximately \$2,000. There is also about 150 feet of sidewalk that remains to be completed along WCLR south of 25<sup>th</sup> Street along with ADA ramps at each of the intersections at the site. The value of the remaining sidewalk work is \$12,800. The sidewalk will be owned by the property owners at the site, but YAPG agreed to pay for the sidewalk installation to ensure the City that the oversized sidewalk would be installed along WCLR. The sidewalks along the street frontages inside the development area will be installed by the homeowners as the houses are being built at the site.

There is still some grading and minor site work that remains to be completed by the Contractor for YAPG. This work is on the private lots and between the lots and the curb and will be completed in the spring. Currently the private utility companies are completing their infrastructure work and the final site grading will be completed when these utilities are in place.

The City graciously agreed that YAPG could sell ten lots and begin building homes on those lots prior to completion of the street and utility improvements. However, the homes cannot be occupied until the City accepts the street and utility improvements. At this time we anticipate that homes will be ready for occupancy and that additional lots can be sold before the final contract items can be completed. Therefore, YAPG is requesting that the City accept the storm sewer improvements in the housing development along with the sanitary sewer, curb and gutter and asphalt improvements on Dorian Street from 25<sup>th</sup> Street to 26<sup>th</sup> Street, on Wynn Way from 25<sup>th</sup> Street to 26<sup>th</sup> Street, on 25<sup>th</sup> Street from WCLR to 150 feet west of Wynn Way, and on 26<sup>th</sup> Street from WCLR to 285 feet west of Wynn Way.

YAPG will guarantee that the riprap and drainage fabric will be installed and that all warranty work will be completed as soon as possible in the spring. The estimated value of these items is \$6,000. YAPG will also work with the contractor to complete as soon as possible in the spring the grading and sidewalk work that is part of the private development work for the project. The value of these items is \$12,800.

If you have any questions about this matter, please feel free to contact me.

Sincerely,



John Kramer, President  
Yankton Area Progressive Growth, Inc.

cc: Dave Mingo



23RD ST.

LOT 1  
LOT 2  
A B C D E F  
1-30' WYNN AND ROAD EASTPORT  
1-30' WYNN AND ROAD EASTPORT

WGLR

25TH ST

Lot 1, Block 6

CITY LIMITS

DORIAN DR.

WYNN WAY

26TH ST



## *Memorandum #16-29*

**To:** Amy Nelson, City Manager  
**From:** Dave Mingo, Community Development Director  
**Date:** January 19, 2016  
**Subject:** Retail Study, Phase 2 Proposals

---

Attached are two proposals from Green / Hoffman. The proposal dated December 29, 2015 is for the second phase of our retail analysis and the second proposal dated January 16, 2016 is for an alternate to add a hotel market study. As you know, the first phase completed by SB Friedman in 2014 identified sectors of the retail marketplace where Yankton is experiencing sales leakage. While we have focused our recruitment efforts in those sectors, it would be beneficial to take the analysis a step further and identify specific retailers that fit our market conditions.

The second phase, as proposed, will focus on identifying retail businesses that may want to be in our market and provide them with specific information regarding how their business could succeed in Yankton such as profitability forecasting and tenant mixes that may drive business trends. The cost of the analysis is a maximum of \$18,000 and Yankton Area Progressive Growth has agreed to provide the funding. City staff will manage the effort like we did for the first phase. The analysis will provide substantial information about what gives us the best opportunity to succeed with businesses that want to be here. Part of that process is also identifying those prospects with little chance of being interested in Yankton so we don't spend time and resources pursuing them.

Also attached is an alternate study component the Commission can choose to add if there is an interest. There has long been discussion about whether or not there is a market in Yankton for additional lodging rooms and / or convention space. We have also had prospects inquire about Yankton but choose not to move forward with projects at the time. If this alternate is added, Green / Hoffman will analyze that sector to the extent that it can provide investors the information they would need to decide when to start a project here. Franchises that we have talked to show a preference for local investor involvement so there will be opportunities for local involvement if a need is identified. "Hotel/restaurant" was one of the items identified by the Commission in the recent Planning Advance. Staff recommends the use of funds from the Special Projects line item in the BBB if this \$8,500 alternate is added.

The housing study that Yankton completed a couple of years ago provides a good example of how the process works today. Many people in the community were discussing the apparent housing shortage but until there was a third party analysis on paper, investors were hesitant to move forward with any substantial projects. It appears that conducting studies of this nature for various development sectors has become the norm for communities trying to stay competitive. One of the first comments we get from prospects when we approach them is "show me the market study that would support doing a project in Yankton."

Memorandum #16-29  
Page 2

Respectfully submitted,

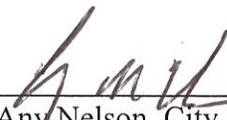


Dave Mingo, AICP  
Community Development Director

**Recommendation:** It is recommended that the City Commission approve the proposal for the second phase of the retail market study as described in the attached proposal dated December 29, 2015. It is further recommended that the Commission provide staff with direction about the hotel market study described in the attached proposal dated January 16, 2016.

I concur with this recommendation.

I do not concur with this recommendation.

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

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



December 29, 2015

Mr. Dave Mingo  
Community Development Director  
City of Yankton  
416 Walnut Street  
Yankton, SD 57078

RE: Proposal to Expand Upon Recent Retail Market Study for New Retail Development on Available Properties in Yankton, SD; and Distribute to Potential Developers

Dear Dave:

Per your request, this is a proposal to conduct retail market feasibility analysis for the properties that are available for retail development.

To support the goal of reaching out to potential developers and tenant interests, our proposal is to expand upon a recent market study conducted by SB Friedman Development Advisors for new retail development in the City of Yankton. Specifically, we will make a set of recommendations regarding retail tenants and tenant mix for key properties in Yankton; and forecast sales for each recommended retailer.

The City of Yankton will receive a report, with analysis for the period 2016 to 2021, in a format that is familiar to many retail real estate developers and retailers. We will then distribute the report to potential developers; provide the City of Yankton with feedback; and facilitate introductions and conversations with developer interests.

The following issues will be addressed in the report:

1. Quantify the retail spending potential for residents, daytime population, and visitors/tourists; and relate to the impact on tenant mix.
2. Incorporate the most recent lifestyle characteristics of the trade area to support a set of recommended retailers and tenant mix.
3. For each property location (e.g., Downtown and US Highway 50/81), determine what types of retail are supportable; recommend tenants for each site; and estimate sales forecasts for each recommended retailer.

5320 N. 26th Street  
Phoenix, AZ 85016  
(602) 795-8351

4424 Hallcliffe Rd.  
Lincoln, NE 68516  
(402) 560-0722

We will require an extensive field evaluation in Yankton. This will allow us to visit each available property site, evaluate the existing retail concentrations and overall trade area, and have extensive discussions with city officials and key stakeholders.

Our findings will be presented in a letter report, with all associated maps, tables, and charts in a PDF format. This report may then be circulated to potential retail real estate developer interests. Moreover, the City of Yankton may use this report in conversations with potential retailers at the annual ICSC RECon2016 event.

Our fee for the study is \$15,000, plus associated travel expenses capped at \$3,000.

This project will be completed within 60 days from the date of authorization; sooner, if possible. The project will be entirely conducted by Jeff Green of Jeff Green Partners and Jerry Hoffman of Hoffman Strategy Group.

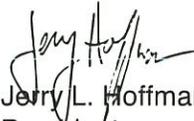
It is our standard procedure to request from the client a 50% retainer at the beginning of the study (\$7,500), with the balance of the study plus associated travel expenses due within 30 days of submitting the final report.

Dave, we thank you for this opportunity; and look forward to working with the City of Yankton, and you, on this unique effort!

Sincerely,



Jeffrey S. Green  
President  
Jeff Green Partners



Jerry L. Hoffman  
President  
Hoffman Strategy Group

Attachment: Retail and Hospitality Feasibility Study, City of Pittsburg, KS

5320 N. 26th Street  
Phoenix, AZ 85016  
(602) 795-8351

4424 Hallcliffe Rd.  
Lincoln, NE 68516  
(402) 560-0722

January 16, 2016

Mr. Dave Mingo  
Community Development Director  
City of Yankton  
416 Walnut Street  
Yankton, SD 57078

RE: Proposal to Conduct a Hotel Market Study for Yankton, SD

Dear Dave:

Per your request, this is a proposal to conduct a market analysis related to the need for a new hotel, motel, and/or convention center in Yankton, SD.

To support the City of Yankton's objective of working with prospective hotel developers, this analysis will focus on existing accommodations and demand trends for overnight stays.

### **Issues**

The following issues will be addressed in the market study:

- What are the general market conditions for lodging in the Yankton market? Does Yankton have enough hotel/motel rooms to meet overnight visitor demand? Is there sufficient conference and meeting space to meet the community and business needs in Yankton?
- Is a new lodging property supportable in the Yankton market? If so, what type and brand is supportable given accommodation gaps in the Yankton market (i.e., limited service vs. full service; economy vs. midscale chain)?
- If a new lodging property is supportable, then what is a recommended facility size (i.e., how many rooms)? What is the potential consumer profile that this facility should appeal to?
- If a new lodging property is supportable, then what is the estimated sales potential?

### **Methodology**

We will employ the following methodology to address the above issues.

5320 N. 26th Street  
Phoenix, AZ 85016  
(602) 795-8351

4424 Hallcliffe Rd.  
Lincoln, NE 68516  
(402) 560-0722

- Field Evaluation. We will undertake an evaluation of the lodging market throughout Yankton.
- Trade Area Definition. We will define the market area for a potential new lodging property based on competition and characteristics of overnight visitors in the Yankton market.
- Demand Analysis. We will analyze the hotel submarket based on demand characteristics that include, but are not necessarily limited to sources of overnight visitors (e.g., vacation/recreation, convention, business); number of room nights per stay; revenues per available room; seasonal variances; and average daily rates.
- Supply Analysis. Our supply side analysis for a new lodging property will include: competing properties grouped by brand, type, and quality (e.g., economy versus upscale); occupancy estimates; average daily rate estimates; and estimated revenues per available room.
- Recommendation. If a new lodging property is supportable in the Yankton market, then we will recommend the size (i.e., number of rooms), format, and brand; and estimate potential sales revenues.

Our findings will be presented in a letter report, with all associated maps, tables, and charts in a PDF format. This report may then be circulated to potential hotel developers and other interested parties.

Our fee for the study is \$8,500.

We would incorporate the site visit with the separate retail market analysis study. Therefore, there is no additional travel cost. This lodging market study will be completed within 60 days from the date of authorization; sooner, if possible. The project will be entirely conducted by Jeff Green of Jeff Green Partners and Jerry Hoffman of Hoffman Strategy Group.

It is our standard procedure to request from the client a 50% retainer at the beginning of the study (\$4,250), with the balance of the study plus associated travel expenses due within 30 days of submitting the final report.

Dave, we thank you for this opportunity to work with the City of Yankton!

Sincerely,



Jeffrey S. Green  
President  
Jeff Green Partners



Jerry L. Hoffman  
President  
Hoffman Strategy Group

5320 N. 26th Street  
Phoenix, AZ 85016  
(602) 795-8351

4424 Hallcliffe Rd.  
Lincoln, NE 68516  
(402) 560-0722

## *Memorandum #16-26*

**To:** City Commission  
**From:** Finance Officer  
**Date:** January 14, 2016  
**Subject:** First Reading and Setting February 8, 2016, as the Second Reading and Public Hearing of Ordinance #985, Supplement #1 to the 2016 Annual Appropriations Ordinance

---

Attached is "Ordinance #985" amending "Ordinance #981" the 2016 annual appropriations ordinance. This supplemental appropriations ordinance is prepared to re-appropriate for those projects which were budgeted or contracted in 2015, but not completed. I have italicized and underlined the actual expenditure estimates that were originally budgeted in 2015. The other numbers are just the sub-totals, totals, and how the transfers and funding flow through the actual budget ordinance.

### SECTION I – GENERAL FUND

1. Information Services from \$61,000.00 to \$137,147.00, an increase of \$76,147.00 for various computer and technological equipment in account 101.105.350 budgeted in 2015 but not completed. This increases Information Services total appropriations from \$363,468.00 to \$439,615.00, an increase of \$76,147.00. Financing for this increase will be from monies carried over into 2016.
2. Community Development from \$1,000.00 to \$31,000.00, an increase of \$30,000.00 in account 101.106.350 for the software system budgeted in 2015 but not completed. This increases Community Development total appropriations from \$393,937.00 to \$423,937.00, an increase of \$30,000.00. Financing for this increase will be from monies carried over into 2016.
3. **Total General Government** from \$2,182,987.00 to \$2,289,134.00, an increase of \$106,147.00 for the projects listed in #1 and #2 above.
4. Police Department from \$136,500.00 to \$328,216.00, an increase of \$191,716.00 in account 101.111.350 (\$110,700.00 for radio equipment, \$75,000.00 for portable radios, \$4,200.00 for shotguns, and \$1,816.00 for SRT equipment) budgeted in 2015 but not yet purchased. This increases Police Department total appropriations from \$2,885,044.00 to \$3,076,760.00, an increase of \$191,716.00. Financing for this increase will be from monies carried over into 2016.
5. Fire Department from \$358,000.00 to \$380,983.00, an increase of \$22,983.00 in account 101.114.350 (\$20,000.00 for technology improvements and \$2,983.00 for pickup upgrades) budgeted in 2015 but not completed. This increases Fire Department total appropriations from \$920,265.00 to \$943,248.00, an increase of \$22,983.00. Financing for this increase will be from monies carried over into 2016.

\_\_\_\_ Voice vote

6. **Total Public Safety** from \$3,879,569.00 to \$4,094,268.00, an increase of \$214,699.00 for the projects listed in #4-5 above.
7. *City Hall from \$71,000.00 to \$81,000.00, an increase of \$10,000.00 in account 101.125.350 for electrical / data wiring in City Hall budgeted in 2015, but not completed.* This increases City Hall total appropriations from \$274,800.00 to \$284,800.00, an increase of \$10,000.00. Financing for this increase will be from monies carried over into 2016.
8. **Total Public Works** from \$4,243,809.00 to \$4,253,809.00, an increase of \$10,000.00 for the project listed in #7 above.
9. *Other Financing Uses / Transfers Out from \$1,350,538.00 to \$1,361,538.00, an increase of \$11,000.00 in account 101.182.620 Transfer to Parks and Recreation for the projects explained in #13 below; from \$170,817.00 to \$174,817.00, an increase of \$4,000.00 in account 101.182.622 Transfer to Memorial Park Pool for the project explained in #14 below; from \$59,500.00 to \$78,500.00, an increase of \$19,000.00 in account 101.182.653 for the projects explained in #21 below; and from \$112,788.00 to \$131,288.00, an increase of \$18,500.00 in account 101.182.661 Transfer to Cemetery Fund for the project listed in #30 below.* This increases Other Financing Uses / Transfers Out total appropriations from \$2,974,596.00 to \$3,027,096.00, an increase of \$52,500.00. Financing for this increase will be from monies carried over into 2016.
10. **Total General Fund Appropriations** from \$14,232,614.00 to \$14,615,960.00, an increase of \$383,346.00 for the projects listed in #'s 1-9 above.
11. **Total General Fund Un-appropriated Balance** from \$2,321,860.00 to \$2,705,206.00, an increase of \$383,346.00.
12. **Total General Fund Means of Finance** from \$14,232,614.00 to \$14,615,960.00, an increase of \$383,346.00 for the projects listed in #'s 1-9 above.

## SECTION II – SPECIAL REVENUE

13. *Parks and Recreation from \$253,000.00 to \$264,000.00, an increase of \$11,000.00 in account 201.201.350 for playground equipment budgeted in 2015 but not yet purchased.* The increases Parks and Recreation total appropriations from \$1,404,468.00 to \$1,415,468.00, an increase of \$11,000.00. Financing for this increase will be from an increased transfer from the General Fund as listed in #9 above.
14. *Memorial Pool from \$13,000.00 to \$17,000.00, an increase of \$4,000.00 in account 202.202.350 for an ADA lift budgeted in 2015 but not yet completed.* This increases Memorial Pool total appropriations from \$220,417.00 to \$224,417.00, an increase of \$4,000.00. Financing for this increase will be from an increased transfer from the General fund as explained in #9 above.

15. Marne Creek from \$9,000.00 to \$16,000.00, an increase of \$7,000.00 in account 204.204.321 for maintenance trail directional signage along Marne Creek budgeted in 2015 but not completed. This increases Marne Creek total appropriations from \$179,296.00 to \$186,296.00, an increase of \$7,000.00. Financing will come from an increase in the transfer from the Special Capital Fund (*Second Penny 506*) of \$7,000.00 as listed in #23 below.
16. Bridge and Street from \$0.00 to \$183,585.00, an increase of \$183,585.00 in account 207.221.397 for Cedar Street bridge rehabilitation budgeted in 2015 but not yet completed. This increases Bridge and Street total appropriations from \$250,000.00 to \$433,585.00, an increase of \$183,585.00. Financing for this increase will be from an increase in the transfer from the Special Capital Fund (*Second Penny 506*) of \$183,585.00 as listed in #23 below.
17. **Total Special Revenue Appropriations** from \$4,474,191.00 to \$4,679,776.00, an increase of \$205,585.00 for the projects listed in #'s 13-16 above.
18. **Total Transfer from General Fund** from \$2,544,968.00 to \$2,559,968.00, an increase of \$15,000.00 as explained in #'s 9, 13 and 14 above.
19. **Total Transfer from Special Capital Fund (*Second Penny 506*)** from \$399,556.00 to \$590,141.00, an increase of \$190,585.00 as listed in #'s 15 and 16 above and #23 below.
20. **Total Special Revenue Means of Finance** from \$5,609,236.00 to \$5,814,821.00, an increase of \$205,585.00 as listed in #'s 18 and 19 above.

### SECTION III – CAPITAL PROJECT FUNDS

21. Park Capital from \$25,000.00 to \$40,000.00, an increase of \$15,000.00 in account 503.544.320 to fund Riverside Park Boat Dock Improvements budgeted in 2015 but not completed, and from \$0.00 to \$4,000.00, an increase of \$4,000.00 in account 503.549.362 for park storage and restroom renovations that was budgeted in 2015 but not completed. This increases Park Capital total appropriations from \$74,500.00 to \$93,500.00, an increase of \$19,000.00. Financing for this increase will be from an increased transfer from the General Fund as listed in #9 above.
22. Infrastructure Improvement-Construction from \$0.00 to \$880,000.00, an increase of \$880,000.00 in account 504.581.395 for the 15<sup>th</sup> Street, Dakota to WCLR construction project budgeted in 2015 but not completed. This increases Infrastructure Improvement-Construction total appropriations from \$1,680,000.00 to \$2,560,000.00, an increase of \$880,000.00. Financing for this increase will be from an increase in the transfer from the Special Capital Fund (*Second Penny 506*) of \$880,000.00 as listed in #23 below.

23. Special Capital Improvement from \$0.00 to \$50,000.00, an increase of \$50,000.00 in account 506.572.382 for the 31<sup>st</sup> lighting project budgeted in 2015 but not completed; from \$0.00 to \$310,005.00, an increase of \$310,005.00 in account 506.572.389 for downtown improvements budgeted in 2015 but not completed; from \$0.00 to \$600,000.00, an increase of \$600,000.00 in account 506.572.398 for East Highway 50 improvements budgeted in 2015 but not yet completed; and from \$68,602.00 to \$252,187.00, an increase of \$183,585.00 in account 506.572.626 Transfer to Bridge and Street Fund for the project listed in #16 above; and from \$1,579,200.00 to \$2,459,200.00, an increase of \$880,000.00 in account 506.572.656 Transfer to Infrastructure Improvement-Construction for the project listed in #22 above; and from \$60,000.00 to \$67,000.00, an increase of \$7,000.00 in account 506.573.623 to transfer funds for the Marne Creek project listed in #15 above; and from \$0.00 to \$275,000.00, an increase of \$275,000.00 in account 506.574.364 Maple Street, 6<sup>th</sup> to 8<sup>th</sup> Streets that was budgeted in 2015 but not completed. This increases Special Capital Improvement total appropriations from \$4,338,493.00 to \$6,644,083.00, an increase of \$2,305,590.00. Financing for this increase will be from monies carried over into 2016 of \$2,305,590.00.
24. **Total Capital Projects Funds Appropriations** from \$7,126,193.00 to \$10,330,783.00, an increase of \$3,204,590.00 for those projects listed in #'s 21-23 above.
25. **Capital Project Funds Un-appropriated Balance** from (\$921,307.00) to \$1,384,283.00, an increase of \$2,305,590.00 as explained in #'s 22-23 above.
26. **Transfer from General Fund** from \$159,500.00 to \$178,500.00, an increase of \$19,000.00 as explained in #9 above.
27. **Transfer from Special Capital Fund (Second Penny 506)** from \$1,874,200.00 to \$2,754,200.00, an increase of \$880,000.00 as explained in #'s 22 and 23 above.
28. **Total Other Financing Sources** from \$2,145,818.00 to \$3,044,818.00, an increase of \$899,000.00 as explained in #'s 9, 22, 23 and 26 above.
29. **Total Capital Projects Means of Finance** from \$7,619,758.00 to \$10,824,348.00, an increase of \$3,204,590.00 as listed in #'s 25-28 above.

#### SECTION IV – ENTERPRISE FUNDS

30. Cemetery Fund from \$45,000.00 to \$63,500.00, an increase of \$18,500.00 in account 621.621.350 for Cemetery GIS Map & Directory budgeted in 2015 but not completed. This increases Cemetery Fund total appropriations from \$137,538.00 to \$156,038.00, an increase of \$18,500.00. Financing for this increase will be an increased transfer from the General fund as explained in #12 above.

It is recommended that the City Commission conduct the first reading and set February 8, 2016, as the second reading and public hearing of Ordinance #985 amending Ordinance #981, the 2016 annual appropriations ordinance.

Thank You



Al Viereck  
Finance Officer

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



Amy Nelson, City Manager

\_\_\_\_ Voice vote

ORDINANCE NO . 985

AN ORDINANCE AMENDING ORDINANCE NO. 981,  
THE 2016 ANNUAL APPROPRIATION ORDINANCE  
OF THE CITY OF YANKTON, SOUTH DAKOTA

BE IT ORDAINED by the City of Yankton, South Dakota  
That Ordianance #981 is hereby is amended by the Board of Commissioners of the  
City of Yankton, South Dakota, as such:

SECTION I - GENERAL FUND

A. Appropriations

General Government:

Board of City Commissioners	\$ 162,952			
City Manager	380,554			
City Attorney	56,125			
Finance Office	625,951			
Information Services	363,468	1.	76,147	439,615
Community Development	393,937	2.	30,000	423,937
Contingency	<u>200,000</u>			
TOTAL GENERAL GOVERNMENT	<u>2,182,987</u>	3.	106,147	<u>2,289,134</u>

Public Safety:

Police Department	2,885,044	4.	191,716	3,076,760
Animal Control	71,845			
Fire Department	920,265	5.	22,983	943,248
Civil Defense	<u>2,415</u>			
TOTAL PUBLIC SAFETY	<u>3,879,569</u>	6.	214,699	<u>4,094,268</u>

Public Works:

Engineering & Inspection	689,526			
Street & Highways	1,967,996			
Snow & Ice Removal	319,006			
City Hall	274,800	7.	10,000	284,800
Traffic Control	400,269			
Chan Gurney Airport	<u>592,212</u>			
TOTAL PUBLIC WORKS	<u>4,243,809</u>	8.	10,000	<u>4,253,809</u>

Special Appropriations	<u>130,064</u>			
TOTAL SPECIAL APPROPRIATIONS	<u>130,064</u>			
Culture - Recreation:				
Senior Citizens Center	109,330			
Community Library	<u>712,259</u>			
TOTAL CULTURE - RECREATION	<u>821,589</u>			
Other Financing Uses / Transfers Out	<u>2,974,596</u>	9.	52,500	<u>3,027,096</u>
TOTAL OTHER FINANCING USES	<u>2,974,596</u>	9.	52,500	<u>3,027,096</u>
TOTAL APPROPRIATIONS	<u>\$ 14,232,614</u>	10.	383,346	<u>\$ 14,615,960</u>
B. Means of finance				
Unappropriated Fund Balances	<u>\$ 2,321,860</u>	11.	383,346	<u>\$ 2,705,206</u>
Current Property Taxes	2,509,388			
Sales & Other Taxes	5,488,464			
Licenses & Permits	342,800			
Intergovernmental Revenue	940,211			
Charges for Goods & Services	2,332,512			
Fines & Forfeits	15,000			
Miscellaneous Revenues	<u>24,000</u>			
TOTAL REVENUE	<u>11,652,375</u>			
Other Financing Sources / Transfers In	<u>258,379</u>			
TOTAL MEANS OF FINANCE	<u>\$ 14,232,614</u>	12.	383,346	<u>\$ 14,615,960</u>

SECTION II - SPECIAL REVENUE

A. Appropriations			
Parks & Recreation	\$ 1,404,468	13.	11,000
Memorial Park Pool	220,417	14.	4,000
Summit Activies Center	750,049		
Marne Creek	179,296	15.	7,000
Casualty Reserve Fund	5,000		
Bridge & Street Fund	250,000	16.	183,585
911/Dispatch	771,266		
Business Improvement District	120,300		
Lodging Sales Tax	728,675		
Infrastructure Improvement Revolving - Transfer to	<u>44,720</u>		
 TOTAL APPROPRIATIONS	 \$ 4,474,191	 17.	 205,585
			<u>\$ 4,679,776</u>
 B. Means Of Finance			
Unappropriated Fund Balance	<u>\$ 1,153,047</u>		
 Parks & Recreation Revenue	 53,930		
Memorial Pool Revenue	49,600		
Summit Activies Center Revenue	464,445		
Marne Creek Revenue	300		
Casualty Reserve - Interest	125		
Bridge & Street Revenue	21,622		
911/Dispatch	138,253		
Business Improvement District	120,350		
Lodging Tax	618,320		
Infrastructure Improvement Revolving	<u>44,720</u>		
TOTAL REVENUE	<u>1,511,665</u>		
 Transfer From General Fund	 <u>2,544,968</u>	 18.	 15,000
Transfer From Special Capital Fund	<u>399,556</u>	19.	<u>190,585</u>
			<u>590,141</u>
 TOTAL MEANS OF FINANCE	 <u>\$ 5,609,236</u>	 20.	 205,585
			<u>\$ 5,814,821</u>

SECTION III - CAPITAL PROJECT FUNDS

A. Appropriations			
Public Improvement	\$ 18,000		
Airport Capital Projects	465,000		
Park Capital Projects	74,500	21.	19,000 93,500
Infrastructure Improvement Construction	1,680,000	22.	880,000 2,560,000
Special Capital Improvement	4,338,493	23.	2,305,590 6,644,083
Tax Increment District #2 Morgan Square	57,000		
Tax Increment District #5 Menards	<u>493,200</u>		
TOTAL APPROPRIATIONS	<u>\$ 7,126,193</u>	24.	3,204,590 <u>\$ 10,330,783</u>
B. Means of Finance			
Unappropriated Fund Balance	<u>\$ (921,307)</u>	25.	2,305,590 <u>\$ 1,384,283</u>
Public Improvement Revenue	18,000		
Airport Capital Projects	436,000		
Park Capital Revenue	-		
Infrastructure Improvement Construction	-		
Special Capital Improvement	5,744,247		
TID #2 Morgan Square	57,000		
TID #5 Menards	<u>140,000</u>		
TOTAL REVENUE	<u>6,395,247</u>		
Transfer from General Fund	159,500	26.	19,000 178,500
Transfer from Park Improvement Fund	-		
Transfer from BBB Fund	67,398		
Transfer from Infrastructure Impr. Fund	44,720		
Transfer from Special Capital Fund	1,874,200	27.	880,000 2,754,200
Loan from General Fund	-		
Loan from Special Capital Fund	<u>-</u>		
TOTAL OTHER FINANCING SOURCES	<u>2,145,818</u>	28.	899,000 3,044,818
TOTAL MEANS OF FINANCE	<u>\$ 7,619,758</u>	29.	3,204,590 <u>\$ 10,824,348</u>

SECTION IV - ENTERPRISE FUNDS  
MEMO ONLY

	Cemetery			
Unappropriated Fund				
Balance	\$ _____	-		
Estimated Revenues:				
Operations	23,000			
Other	<u>1,750</u>			
TOTAL REVENUE	<u>24,750</u>			
Operating Transfer In	<u>112,788</u>	30.	18,500	<u>131,288</u>
Depreciation	_____	-		
Amortization	_____	-		
Revolving Loan Funds	_____	-		
Grant Funds	_____	-		
TOTAL FUNDS				
AVAILABLE	<u>\$ 137,538</u>	30.	18,500	<u>\$ 156,038</u>
Appropriations:				
Operating	\$ 90,038			
Non-Operating	-			
Operating Transfer Out	-			
Improvement & Exts/Capital	47,500	30.	18,500	66,000
Unobligated	<u>-</u>			
TOTAL				
APPROPRIATIONS	<u>\$ 137,538</u>	30.	18,500	<u>\$ 156,038</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:

---

David Carda  
Mayor

ATTEST :

---

Al Viereck  
Finance Officer

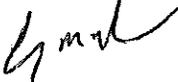
Introduction and first reading: January 25, 2016

Second reading : February 8, 2016

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

**MEMORANDUM #16-33**

**TO: Mayor and City Commissioners**

**FROM: Amy Nelson, City Manager** 

**RE: Commission Travel Opportunity**

**DATE: January 21, 2016**

---

The Chamber of Commerce is planning Yankton's annual Washington D.C. fly in for April, 2016. Details of the meetings the Chamber is arranging with congressional delegates and Federal Agencies are not yet available. The trip is scheduled to be Monday, April 18- Wednesday April 20.

Depending on flight costs, we are tentatively planning to depart on Sunday evening and return Wednesday afternoon.

Commissioners Hoffner, Sommer, and Ferdig are the three Commissioners scheduled to attend according to the rotation discussed in 2014 and have confirmed they would like to attend. Others have expressed interest in attending.

Please let me know who is planning to attend so that flight and hotel arrangements can be made.

**Ordinance No. 986**

An Ordinance amending vehicles for hire regulations within the City of Yankton. Be it ordained that:

Chapter 25 of the City of Yankton Code of Ordinances is hereby repealed. Chapter 25 shall be codified as “Reserved” for future use.

A new Division 1 shall be added to Chapter 13, Article III of the City of Yankton Code of Ordinances to read as follows:

**CHAPTER 13 - LICENSES AND BUSINESS REGULATIONS**

**ARTICLE III - SPECIFIC BUSINESSES AND OCCUPATIONS**

**Division 1. Vehicles for Hire**

**Sec. 13-36. *Definitions***

As used in this chapter, the following terms shall have the meanings ascribed to them:

*For hire* shall mean for remuneration of any kind, paid or promised, either directly or indirectly, for the transportation of persons. An occasional accommodative transportation service by a person not in the transportation business while on an errand for himself, shall not be construed as a service for hire, even though the person transported shares in the cost or pays for the service.

*Taxicab Operator* shall mean any person or business entity (excluding any governmental entity or subdivision or a non-profit entity designated as such under the provisions of 501(c) of the Internal Revenue Code) operating any motor vehicle upon the public highways in the City for the transportation of people for hire, such transportation beginning in the City.

*Motor Vehicle* shall mean any vehicle or machine propelled by any power other than muscular used upon the public highways in the City for the transportation of persons or property or both.

**Sec. 13-37. *License Required.***

No person or business entity shall operate as a taxicab operator within the jurisdictional limits of the City of Yankton unless that person or business has first obtained a license from the City covering each vehicle so operated. Each license issued shall be for a period of one (1) year unless earlier terminated pursuant to this ordinance.

**Sec. 13-38. *Application for License.***

To obtain a license to operate as a taxicab operator, or to renew a license previously issued under this ordinance, the applicant shall file in the office of the finance officer **an application** on a form furnished by the finance officer, which shall comply with Yankton Ordinance Sec. 13-17 and provide the following additional information:

- (a) A photograph and a description, including the color, year, make, model and vehicle identification number of each motor vehicle used in the taxicab business;
- (b) The physical address where each motor vehicle is stored and maintained;
- (c) A statement under oath as to whether the applicant and each of the applicant's owners, operators, agents or employees has ever caused personal injury or property damage arising from the use or operation of a motor vehicle;
- (d) A statement under oath as to whether the applicant or each of the applicant's owners, operators, agents or employees has been convicted of any crime, misdemeanor, or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor;
- (e) A list of such reliable evidence as may be necessary for an investigator to properly evaluate the character and business responsibility of the applicant; and
- (f) A statement under oath from an ASE A Series certified auto mechanic affirming that he or she has thoroughly inspected each motor vehicle identified in the application within thirty (30) days of the date the application is submitted to the City of Yankton, and that as of the date of inspection each is in a road worthy mechanical condition and free of any reasonably ascertainable mechanical defect that would endanger the safe operation of the vehicle for use in a or taxicab business.

**Sec. 13-39. *Insurance Requirements.***

Before any license is granted, or any license renewed under this subchapter, the applicant shall also submit with his or her application a certificate or policy of insurance issued by a responsible insurer covering all vehicles to be operated by the applicant.

The liability insurance required by this division (a) for a vehicle for hire shall provide at least the following coverage: Auto liability of comprehensive form shall be provided on all vehicles of not less than \$500,000 bodily injury and property damage combined single limit.

The policy or certificate shall not be modified or canceled without 30 days' actual notice to the City's Finance Officer.

The cancellation or termination of any required insurance policy shall automatically revoke and terminate all licenses issued for the taxicab business and the vehicles covered by such insurance policy, unless another policy or policies complying with this section shall be provided and in effect at the time of such cancellation or termination.

The limits established in this section can be provided in one policy or in combination with an excess limits policy in any manner and combination acceptable to the City.

**Sec. 13-40. *Annual License Fee.***

Each person or business entity applying for a taxicab operator license under this ordinance shall pay a license fee determined as follows:

- (1) Twenty-five dollars (\$25.00) per year for the first motor vehicle so used
- (2) Ten dollars (\$10.00) per year for the second such vehicle.
- (3) Five dollars (\$5.00) per year or each succeeding motor vehicle so used.

**Sec. 13-41. *Issuance of License; Scope.***

- (a) In those cases where all of the requirements for a taxicab operator license are met and upon payment of the license fee in advance by the applicant, the City Manager or the City Manager's designee upon reviewing the application and all pertinent information may, in his or her discretion, approve the issuance of a license if the City Manager or the City Manager's designee believes the issuance to be in the in the public's interest. When the City Manager or the City Manager's designee considers a taxicab operator license application, he or she may consider all contents and proposals within the application and the impact to the public that may result, the manner in which the applicant previously operated a vehicle for hire, history of compliance with City ordinances and State law, and recommendations and complaints of City staff and the general public, if any.
- (b) If a license is denied by the City Manager or the City Manager's designee, an applicant may request that the denied application be submitted to the City Commission for reconsideration at a regularly scheduled meeting using the same criteria governing the issuance of a license by the City Manager or the City Manager's designee.
- (c) The license shall contain the name, address and authorized signature of the licensee; the date of issuance, the length of time that the license shall be operative; as well as an assigned license number and identifying description of each vehicle to be used by the applicant in connection with the license. The Finance Officer shall keep a permanent record of all licenses issued.

**Sec. 13-42. *Rules of Operation.***

Each licensed vehicle for hire shall be operated only in accordance with the following rules:

- (a) Each licensed vehicle shall display the name of the licensee operator and designated license number assigned by the City, which name and number shall match the License issued by the City and shall be visible to the public from a distance of twenty-five feet (25'). At all times during vehicle operations, the Licensee shall also maintain a photocopy of the License within or upon the licensed vehicle at all times and shall make the same available for inspection to anyone upon request.
- (b) All licensed vehicles for hire shall be maintained in a clean and operable condition. Licensees must maintain all vehicles in a manner that is free of trash, debris, and bodily fluids, and must deodorize all vehicles as needed.
- (c) Drivers shall be at least eighteen (18) years of age and shall remain in control of the vehicle at all times.
- (d) Drivers shall not solicit business in a harassing manner or in any manner that such solicitation can be heard beyond a distance of fifteen (15) feet from the vehicle.
- (f) No customer shall be permitted to drive a vehicle for hire.
- (g) No smoking shall be permitted inside a vehicle transporting people for hire.
- (h) Only vehicles identified in the license issued by the City of Yankton shall be used in the taxicab business.

**Sec. 13-43. *License Revocation and Penalties;***

- (a) Any license may be automatically revoked in accordance with Sec. 13-39 or cancelled or suspended in accordance with Sec. 13-24 of the Yankton Code of Ordinances.
- (b) The penalty for operating as a taxicab operator without a license or for operating a vehicle not identified in the license as issued by the City of Yankton is a Class 2 misdemeanor and subject to a fine of up to two hundred dollars (\$200.00). Each incident of unlicensed operation shall be deemed a separate offense.