



CITY OF YANKTON

2016_06_27

COMMISSION MEETING

YANKTON BOARD OF CITY COMMISSIONERS

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

Monday, June 27, 2016

City of Yankton Community Meeting Room

Located at the Technical Education Center • 1200 W. 21st 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 June 13, 2016

Attachment I-2

3. City Manager's Report

Attachment I-3

4. Public Appearances

II. CONSENT ITEMS

1. Dance License

Consideration of Memorandum #15-154 regarding Application from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator) has applied for a license to hold a special events dance on the following dates: June 30, July 7, July 14, July 21 & July 28, 2016 in the Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, S.D.

Attachment II-1

III. OLD BUSINESS

1. Public Hearing - 2016 Assessment Roll–Noxious Vegetation & Tree Trimming

Consideration of Memorandum #16-146 and public hearing regarding the 2016 Assessment Roll–Noxious Vegetation & Tree Trimming

Attachment III-1

2. Public hearing for sale of alcoholic beverages

Consideration of Memorandum #16-149 regarding the request for a Special Malt Beverage (on-sale) Retailers License for 1 day, June 30, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, SD

Attachment III-2

3. Public hearing for sale of alcoholic beverages

Consideration of Memorandum #16-150 regarding the request for a Special Malt Beverage (on-sale) Retailers License for 1 day, July 7, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, SD

Attachment III-3

4. Public hearing for sale of alcoholic beverages

Consideration of Memorandum #16-151 regarding the request for a Special Malt Beverage (on-sale) Retailers License for 1 day, July 14, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, SD

Attachment III-4

5. **Public hearing for sale of alcoholic beverages**
Consideration of Memorandum #16-152 regarding the request for a Special Malt Beverage (on-sale) Retailers License for 1 day, July 21, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, SD
Attachment III-5
6. **Public hearing for sale of alcoholic beverages**
Consideration of Memorandum #16-153 regarding the request for a Special Malt Beverage (on-sale) Retailers License for 1 day, July 28, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, SD
Attachment III-6
7. **Public hearing for sale of alcoholic beverages**
Consideration of Memorandum #16-155 regarding the request for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for one day, July 9, 2016, from the Center (Christy Hauer, Executive Director), 900 Whiting Drive, Yankton, South Dakota.
Attachment III-7
8. **Public hearing for sale of alcoholic beverages**
Consideration of Memorandum #16-156 regarding the request for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for one day, July 16, 2016, from the Center (Christy Hauer, Executive Director), 900 Whiting Drive, Yankton, South Dakota.
Attachment III-8
9. **Public hearing – Alcohol Renewal License**
Consideration of Memorandum #16-145 regarding the request for a renewal of the alcohol license for Mexico Viejo
Attachment III-9
10. **Public hearing for sale of alcoholic beverages**
Consideration of Memorandum #16-160 regarding the request for a Special Events (on-sale) Liquor License for September 13, 2016 from Chamber of Commerce, (Carmen Schramm, Director) d/b/a Chamber of Commerce, Avera Professional Office Pavilion, 409 Summit Street, Yankton, S.D.
Attachment III-10
11. **Public hearing for sale of alcoholic beverages**
Consideration of Memorandum #16-161 regarding the request for a Special Events (on-sale) Liquor License for July 12, 2016 from Chamber of Commerce, (Carmen Schramm, Director) d/b/a Chamber of Commerce, The Landing, 104 Capitol Street, Yankton, S.D.
Attachment III-11

IV. NEW BUSINESS

1. **Commission Orientation / Refresher**
Consideration of Memorandum #16-157 regarding commission orientation / refresher information
Attachment IV-1

2. Planning Commission – Plat Review

Consideration of Memorandum #16-159 recommending approval of Resolution #16-37, a plat of Outlot 1, Lots 9 – 17 of Block 2 and Lots 1 – 3 of Block 3, Summit Heights Addition to the City of Yankton, South Dakota. Address, east side of the 1500 Block of West City Limits Road. T & T Development, owner.

Attachment IV-2

3. Yankton Baseball Association – Request for Funding

Consideration of Memorandum #16-147 regarding request for funding for Riverside Baseball Stadium Lighting Project from Yankton Baseball Association

Attachment IV-3

4. Bid Award – Maple Street

Consideration of Memorandum #16-163 regarding Bid Award for the Maple Street and Watermain Reconstruction from 6th Street to 8th Street

Attachment IV-4

5. Railroad Agreement with DOT

Consideration of Memorandum #16-162 regarding Agreement with the SDDOT for Upgrading the Railroad Crossing on 21st Street

Attachment IV-5

6. Bid Award - Membranes

Consideration of Memorandum #16-158 regarding Bid Award for membranes

Attachment IV-6

7. Bid Award – Fill Station

Consideration of Memorandum #16-164 regarding Bid Award for Fill Station

Attachment IV-7

8. Contract with Bartlett & West for Lift Station

Consideration of Memorandum #16-165 regarding Contract with Bartlett & West for Lift Station

Attachment IV-8

**V. ADJOURN INTO EXECUTIVE SESSION TO DISCUSS
PERSONNEL & CONTRACTUAL MATTERS UNDER SDCL 1-25-2**

VI. RECONVENE AS BOARD OF CITY COMMISSIONERS

1. Roll Call

VII. ADJOURN THE MEETING OF JUNE 27, 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
JUNE 13, 2016**

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

Roll Call: Present: Commissioners Carda, Ferdig, Hoffner, Johnson, Knoff, Maibaum, Miner, and Sommer. Deputy City Attorney Lindsay Hovden and City Manager Nelson were also present. Absent: None.

Quorum present.

Action 16-175

Moved by Commissioner Knoff, seconded by Commissioner Ferdig, to approve the Minutes of the regular meeting of May 23, 2016.

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

Motion adopted.

Action 16-176

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

A T & T-Cell Phone Bill-\$391.57; Ace Contracting-Painting Project-\$433.50; ACS Government Inf Service-Maint Program Support-\$1,937.87; Active Network Program-Software-\$247.32; Allegiant Emergency Svs Inc-SCBA-Tank Inspection-\$128.70; Avera Sacred Heart Hospital-CDL/DOT Drug Testing-\$25.00; Backdraft Magazine-Advertisements-\$155.00; Banner Associates Inc-Fill Station Design-\$11,115.27; Becker Body Shop-Vehicle Repair-\$1,727.76; Big Sioux Nursery-Trees-\$85.75; Boller Printing Inc-Certificates-\$14.25; Bow Creek Metal Inc-Backsplash Installation-\$11,019.93; Brosz Engineering Inc-Pine Street Bridge-\$6,560.00; Brown & Saenger-Doorknocker Notices-\$190.00; Buhl's Laundry Cleaners Inc-Uniform Alterations-\$10.80; C&C Hauling & Const Inc-E Hwy 50 Demolition-\$9,123.00; Cedar Knox Public Power Dist-City Wells Electric-\$968.86; Centurylink Phone-May-\$1,651.65;- Chamber of Commerce-Meeting-\$26.00; Chesterman Company-Soft Drinks-\$120.00; City of Vermillion-Jt Power Cash Trans-\$46,085.12; City of Yankton-Parks Landfill Charges-\$236.78; City Utilities-Water/WW Charges-\$5,277.50; Claritus-Postage Supplies-\$241.88; Cleveland Golf-Golf Clubs-\$1,736.27; Cole Papers Inc-Dry Goods-\$572.92; Concrete Material-Road Materials-\$1,604.26; Conkling Dist-Malt Beverage-\$2,473.90; Cornhusker Intl Truck Inc-Oil Filters-\$62.16; Credit Collection Service Inc-Utility Collection-April-\$299.87; D&G Concrete Const-Hwy 50 Utilities-\$37,061.59; Dakota Beverage Co Inc-Malt Beverage-\$1,902.35; Danko Emergency Equipment-Flashlight-\$173.94; Dept of Corrections-DOC Work Program-\$629.85; Dept of Environment-Annual Fee-\$5,300.00; Dept of Revenue-Water Samples-\$380.00; Dewald/Rich-Travel Reimbursement-\$35.85; Dex Media East-Phone Book-\$31.00; Ehresmann Engineering Inc-Steel Plate-\$25.20; Enviromental Energy-Oil Recovery-\$65.00; Ethanol Products LLC-Carbon Dioxide-\$1,356.98; Feimer Construction-4th & Douglas Repairs-\$13,048.86; Fejfar Plumbing Inc-Pool Repairs-\$719.32; Finance Dept-License Fees-\$65.00; First National Bank Clear-Water #3-\$106,494.59; First National Bank-Drinking Water SRF-\$61,349.87; First National Bank-Drinking Water #2-\$15,301.27; First National Bank-Drinking Water #3-\$74,282.98; Flannery/Kirt-Officer Stipend-\$50.00; Frick/Adam-Officer Stipend-\$50.00; Frick/Brian-Officer Stipend-\$115.00; G J Therkelsen & Assoc Inc-Professional Services-\$7,635.75; Geotek Eng & Testing Serv Inc-Water Fill Station-\$2,013.00; Gerstner Oil Co-Jet Fuel-\$14,668.24; Graymont Capital Inc-Lime-\$9,026.50;

Hawkins Inc-Chemicals-\$7,972.53; HD Supply Waterworks Ltd-Watermain Supplies-\$6,330.57; Hedahl's Parts Plus-Filters-\$822.77; Hornung's Pro Golf Sale Inc-Range Supplies-\$362.75; I-State Truck Center-Mirror-\$89.57; Kadrmas Lee & Jackson Inc-Airport Apron Expansion-\$6,889.50; Kaiser Heating & Cooling Inc- Remove AC Unit-\$72.00; Kaiser Refrigeration Inc-Repair Ice Machine-\$296.47; Kay Park Recreation-Bleachers-\$10,308.00; Klein's Tree Service-Remove Tree Stump-\$700.00; Labrie/Jeff-Refund-\$88.81; LC Magnetics Inc-Repairs-\$10,352.00; Less Lethal LLC-Chemicals-\$1,937.31; Lewis & Clark Homebuilder Assn-HBA Dues-\$350.00; Lindquist/Sara-Utility Refund-\$50.13; Locators & Supplies Inc-Barricades-\$2,817.37; Mark/Curtis-Lego Presentation-\$200.00; Masonry Components Inc-Douglas St Reconstruct-\$321,768.32; May/Jonathan-Magic Presentation-\$240.00; McCartney/Mike-Storyteller Session-\$300.00; Metering & Technology Solution-Meter Parts-\$2,064.04; Midamerican Energy-Fuel-May-\$2,085.22; Midamerican Energy-Water/WW Fuel-\$5,332.94; Midwest Alarm Company Inc-Professional Services-\$126.00; Midwest Tape-Audio Books-\$730.80; Midwest Turf & Irrigation-Parts-\$90.05; Moser/Brad-Officer Stipend-\$50.00; Motor Vehicle Dept, SD-License & Title-\$16.20; Municipal Code Corp-Web Hosting-\$550.00; Municipal League, SD-Workshop-\$100.00; Murguia/Javier-Boot Reimbursement-\$120.00; New Deal Tire LLC-Scrap Tires-\$2,628.00; Northwestern Energy Elect-May-\$60,083.57; Observer-Advertising-\$60.00; Oil Price Information Service-Report-\$1,452.00; One Office Solution-Cabinet-\$169.00; Petroleum Traders Corp-Fuel-\$6,698.64; Pilger Sand and Gravel Inc-Course Sand-\$716.41; Polydyne Inc-Chemicals-\$4,180.00; Press Dakota MStar Solutions-Classified Ads-\$2,511.19; Pro Auto-Towing-\$80.00; Quill Corporation-Supplies-\$310.14; R & R Products Inc-Repair Parts/Oil-\$2,012.65; Racom Corporation-Radio Access-\$1,370.46; Regional Technical Education-Lease-April-\$2,933.34; Reinhart Foods Inc-Entree-\$2,337.18; Ricoh USA Inc-Printer Lease/Maint-\$380.06; Ron's Auto Glass Repair-Replace Windshield-\$445.00; SADA Systems-Licenses-\$87.00; Schmidt/Willard-Sludge Removal-\$29,210.00; SD Public Assurance Alliance-Insurance-\$869.40; Signs by Design-Stickers-\$70.58; Sioux City Journal-Advertisement-\$1,956.61; Sioux Falls Two Way Radio-Antenna-\$93.96; Siouxland Scale Service-Scale Repairs-\$643.99; Slage/Lindy-Refund-Shelter Rental-\$60.00; Snow & Associates Inc-Inspection-\$431.35; Sock Rockerz-Summer Program-\$375.00; South Dakota Magazine-Advertising May/June-\$820.00; South Dakota One Call-Message Fee-\$244.65; Spencer Quarries Inc-Chips-\$16,918.53; Stern Oil Co Inc-Diesel Fuel-\$312.74; Symbol Arts-Challenge Coins-\$1,490.00; Terry's Welding Service-Repairs-\$477.00; Titleist-Golf Clubs-\$1,163.69; Todd Inc-Posts-\$2,474.77; Top Notch Window Cleaning-Clean Windows-\$50.00; Traffic Control Corp-Bypass Switch-\$580.00; Tramp/Denise-Reimburse-Uniform-\$89.98; TRE Environmental Strategies-2nd Qtr Testing-\$650.00; Tri Air Testing Inc-Air Testing Equipment-\$373.00; Tri-State Turf-Repairs-\$2,047.11; Truck Trailer Sales Inc-Truck Repairs-\$516.00; Trugreen-Lawn Control-\$90.00; Turfwerks-Mower-\$24,376.07; US Post Office-Util Postage-May-\$1,500.00; United Parcel Service Inc-Postage-May-\$343.92; United States Postal Service-Postage Meter-May-\$782.00; Vast Broadband-Internet Service-\$5,001.98; Wage Works-Flex Serv Fee-April-\$145.00; Walt's Homestyle Foods Inc-Entree-\$286.10; Water & Env Eng-Research Ctr Water Tests-\$244.00; Welfl Construction Corp-Collector Well-\$54,142.40; Wholesale Supply Inc-Pop-\$778.00; Woehl/Toby-Officer Stipend-\$50.00; Woods Fuller Shultz & Smith PC-Professional Services-\$1,874.72; Xerox Corporation-Copier Lease-\$440.47; Xerox Corporation-Copier Lease-\$1,008.30; Yaggie's Inc-Grass Seed-\$622.59; Yankton Area Arts Assn-Summer Band Reimburse-\$7,200.00; Yankton Area Prog Growth-I-29 Corridor Refund-\$1,430.90; Yankton Co Historical-1/4 Special Approp-\$2,025.00; Yankton County Auditor-YC Capital Improve Cost-\$23,342.65; Yankton County Extension-Babysitting Class-\$400.00; Yankton Fire & Safety Co-Inspections-\$139.50; Yankton Medical Clinic-Pre-Employment Physical-\$329.00; Yankton Vol Fire Department-April-May Fire Calls-\$4,000.00; Ziegler/William-Officer Stipend-\$100.00; A&B Business Inc-Copier Maintenance-\$546.55; Al's Oasis Café-Travel Expense-

\$23.49; Amazon Digital Svcs-Office Supplies-\$49.99; Amazon Mktplace Pmts-Equipment/GIS Computer-\$3,820.31; Amazon.Com Back-UPS Pro-\$181.75; Amazon.Com-Manual Scorekeeper-\$200.06; Appeara-Towels-\$308.75; Applied Ind Tech-Clarifier Grinder Pump-\$1,267.60; Arbys-K-9 Training-\$11.62; Army Lodging-K9 Training-\$416.00; AT&T Bill Payment-Patrol Car Computers-\$314.32; AWWA.Org-AWWA Membership-\$174.00; Baker-Taylor-Books-\$3,182.08; Battery Brokers LLC-Batteries-Battery Charge-\$119.18; Battery Exchange-Supplies-\$27.95; BDS Tactical Gear Inc-Weapon Equipment-\$111.00; Been Verified Com-Disputed Charges-\$22.86; Bench Craft Company-Advertisements-\$1,500.00; Best Western Hotels-Lodging Conference-\$183.98; Best Western Hotels-Conference Expense-\$10.38; BFL Saturday Even Post-Magazine Subscription-\$14.98; Bierschbach Equip Supp-Concrete Tools-\$222.17; Blackclover-Merchandise-\$1,467.95; Business Week-Magazine Subscription-\$79.50; Boller Printing-Office Supplies-\$10.00; Bomgaars-Supplies-\$2,900.24; Book Systems Inc-Office Supplies-\$1,790.00; Buckys Restaurant-Travel Expense-\$11.00; Buffalo Wild Wings-Training-\$13.69; Burger King-Travel Expense-\$50.62; Burger King-K-9 Training-\$15.96; BWV Rapid City-Travel Expense-\$42.62; Carus Corporation-Phosphate-\$7,336.00; Caseys Gen Store-K-9 Training Fuel-\$43.00; Cenex West-Travel Expense-\$34.48; Center Point-Books-\$130.02; Chief Supply-Vehicle Bumper-\$426.59; Christensen Radiator-Radiator-\$1,182.45; Clark-Travel Expense-\$24.55; Clarks Rentals-Custom Mower Rental-\$80.50; Clean Sweep Dist-Janitorial Tools-\$213.00; Coffee Cup-Travel To Pierre-\$50.58; Cox Auto Supply-Air Filters-\$212.26; Crescent Electric-Battery Backup-\$1,774.22; Crossroads Hotel Huron-Lodging-\$165.98; CSI Software-POS Software Program-\$658.90; Culver's-K9 Training-\$52.96; D-P Tools Inc-Lighted Magnet-\$34.98; Dale Animal Hospital-Medical Care for K9-\$148.03; Davidson Titles Inc-Books-\$390.49; Dayhuff Enterprises Inc-Janitorial Supplies-\$631.76; Delta Airline-Baggage Fee-\$50.00; Demco Inc-Office Supplies-\$268.02; Dex One-Publishing-\$39.00; Diamond Mowers-Equipment Supplies-\$151.99; Dienes Greenhouse-Plants-\$3,116.74; Domino's-Meeting-\$21.97; DWD Mtn Grand Bar-Travel Expense-\$20.66; DWD Mtn Grand Restaurant-Travel Expense-\$20.67; DX Service Salt-\$1,983.93; Echo Electric Supply-Fire Station Repairs-\$90.28; Eco Water-Water Filter-\$108.00; Electric Motor Warehouse-Motor-\$129.60; Embroidery & Screen Works-Office Supplies-\$68.50; ESRI Inc-Equipment-GIS Software-\$8,910.00; Exxonmobil-Travel Fuel-\$37.50; Exxonmobil-Travel Expense-\$23.22; Fastenal Company-Park Supplies-\$269.58; Fejfar Plumbing & Heat-Irrigation-\$35.58; Fred Haar Company-Mower Blades-\$83.39; Fresh Start 4-Conference Expense-\$27.01; Fuddruckers-Travel Expense-\$12.82; Godfathers-Pizza Meeting-\$46.49; Grand Lux Cafe Palazzo-Conference-ICSC-\$50.00; H&R Block-Tax Software Disputed Charges-\$114.30; Hardee's-Travel Expense-\$12.39; Hardee's-Transport Evidence-\$19.97; Harding Glass-Replace Screens-\$60.00; Hartington Tree LLC-Plants-\$188.00; Hedahls-Janitorial Supplies-\$233.01; Holiday Inn Resort-Training Lodging-\$139.90; Holiday Store-K-9 Training Fuel-\$42.00; Huhot-Travel Expense-\$40.70; Hurco Technologies-Supplies-\$38.11; Hy-Vee-K-9 Training-\$7.22; Hy-Vee-Concessions-Gatorade-\$430.79; In Aroma-Travel Expense-\$15.31; Independence Waste-Rentals-\$457.85; Intoximeters-PBT Tubes-\$266.50; IPY Midwest Alarm-Alarm System-\$63.00; Jack's Uniforms-Patrol Car Flashlight-\$212.89; JCL Solutions-Cleaning Supplies-\$1,462.02; JCPenney-Clothing Allowance-\$296.74; Jimmy Johns-K-9 Training-\$14.16; Jodeans Steak House-Meeting-\$22.00; Kaiser Heating & Cooling-Animal Control Building-\$898.00; Kaiser Refrigeration-Trimmer/ Blower-\$2,466.89; Kmart-Summer Reading-\$319.09; Koletzky Implement Inc-Equipment Repair-\$15.60; Kopetskys Ace Hdwe-Flowers-\$2,795.19; Kum & Go-K-9 Training Fuel-\$33.81; Kum & Go-K-9 Training Fuel-\$41.77; La Quinta Inn Suites-Hotel Room-\$327.28; La Tapenade Co-Conference-ICSC-\$29.50; Laminestra-Conference Expense-\$42.62; Larrys Heating-Boiler Air Intake-\$350.00; Law Enforcement-Range Targets-\$263.98; Lewis And Clark Ford-Truck Repair-\$135.04; Library Journals-Magazine Subscription-\$157.99; Longs Propane Service-Propane-\$81.00; Manolis Grocery-Travel Expense-\$20.36; Mark's

Machinery Inc-Equipment Repair-\$341.94; McMaster-Carr-Filter Plumbing-\$117.65; Mead Lumber-Park Supplies-\$211.86; Menards-Summer Reading-Books-\$2,874.06; Midnight Star-Travel Expense-\$18.52; Midwest Laboratories-Monthly Nutrient Testing-\$204.40; Midwest Turf-Equipment/Supplies-\$760.39; Minervas Grill & Bar-Staff Appreciation-\$239.50; Minneapolis/St. Paul A Conference-ICSC-\$38.17; Mutt Mitt-Mutt Mitts-\$1,713.52; NBS Calibrations-Balance Calibration-\$179.00; Nick's Gyros-K-9 Training-\$11.13; Northern Tool Equip-Shop Supplies-\$229.96; Northtown Automotive-Struts/Mounts-\$847.50; National Wildlife Magazine-Subscription-\$19.95; Olsons Pest Technician-Contracted Service-\$68.00; O'Reilly Auto-Springs-\$1,030.40; Overdrive Dist- Downloadable Books-\$1,171.39; Overhead Door Co-Shop Supplies-\$50.00; Keep Yankton Beautiful-Plants-\$75.00; Pierre Clubhouse Hotel-Conference-\$262.00; Pilot-Travel Expense-\$12.58; Pizza Hut-K-9 Training-\$68.22; Pizza Rev-K9 Training-\$38.73; Postage Refill-Mailstation Postage-\$100.00; Powertow NW Mfg-Aircraft Tug-\$4,949.00; Prandomhouse-Audio Books-\$223.50; Provantage LLC-Equipment/Printer-\$528.80; Push Pedal Pull-Corp-Equipment Repair-\$560.89; Quill Corporation-Office Supplies-\$509.20; Recreation Supply Co-Recreation Supplies-\$1,670.20; Redrossa Italian Grill-Meeting-\$15.84; RME The Golfworks-Club Repairs-\$1,123.50; Royal Sport Shop-Office Supplies/Lanyards-\$36.00; Ruby Tuesday-School-\$44.24; SD Firefighters Assoc-Registration Fee-\$60.00; Sears Hometown-Tools-\$94.97; SF Regional Airport-Airport Parking Fee-\$32.00; SFC Data.Com-Disputed Charges-\$250.00; Sherwin Williams-Painting Project-\$1,346.44; Shur-Co Outletservice-Vinyl Cement-\$38.00; Sioux Falls Two Way Radio Repair-Police Radio-\$449.49; Site One Landscapes-Sprinkler Repair-\$75.93; South Dakota State Historical Society-Microfilm-\$32.00; The Pickle Barrel-K-9 Training-\$13.64; Tinting Pros-Glass Tinting-\$600.00; Via Nova-Staff Appreciation-\$9.63; Stadium Sports Grill-Travel Expense-\$21.24; Stalker Radar-Patrol Car Radar-\$230.00; State Chemic-Park Supplies-\$110.47; Stencil Ease-Merchandise-\$42.49; Subway-Meeting Supplies-\$77.00; Supershuttle Execucarl-Travel Expense-\$32.00; Psychology Today-Magazine Subscription-\$29.97; Tessman Company-Sioux Chemicals-\$1,530.10; TFS Thermoasheville-Thermocoupler-\$360.04; The Lark-Conference-\$462.89; The Plains-Travel Expense-\$12.63; Thermalpaperdirectcom-Office Supplies-\$156.72; Treasure Island Hotel-Conference ICSC-\$105.68; Treasure Island Hotel-Conference - ICSC-\$611.52; TMA-Tires-\$2,070.55; Tnemec-Paint-\$839.36; Tornado Heavy Equipment-Loader Seat-\$340.00; Tractor Supply Co-K-9 Care-\$244.57; TRK Hosting-Internet Hosting-\$14.95; Truck Trailer Sales-Fuel Tank Straps-\$600.89; Taunton Publisher-Magazine Subscription-\$29.95; Ultra Max-Ammo-\$2,191.00; Universal Printing Solutions-Office Supplies-\$1,256.76; USA Blue Book-Supplies-\$186.39; USPS-Postage-\$42.81; Vanderhule Moving-Oxygen/Acetylene-\$105.00; Yankton County Register of Deeds-Filing Fee-\$173.50; Viddler Inc-Video Hosting-\$25.63; Vzwrlls-Equipment/Ipads-\$1,919.48; Wal-Mart-Office Supplies-\$384.83; Western Office Product-Office Supplies-\$231.38; Whittlesea Blue Taxi-Cab Fare-\$12.62; WM Supercenter-Office Supplies-\$679.52; WW Grainger-Fuses-\$779.09; Yankton Chamber-State of The Community-\$30.00; Yankton County Observer-Newspaper Subscription-\$30.00; Yankton Nurseries LLC-Landscaping Plants-\$478.00; Yankton Winnelson Co-Sump Pump-\$406.04; Yankton Media Inc-Paper Subscription-\$139.24; Zimco Supply Co-Chemicals-\$4,814.50; AFSCME Council 65-Employee Deduction-\$1,260.58; American Family Life Corp-Cancer & ICU Premiums-\$7,080.96; Assurant Employee Benefits-Vision Insurance-June-\$728.52; Connections Inc-EAP Insurance-May-\$371.28; Delta Dental-Dental Insurance-June-\$7,309.76; Dept Of Social Services-Employee Deduction-\$2,407.00; First Natl Bank South Dakota-Employee Deduction-\$2,677.78; Frey/Brandon-Training-\$72.60; Heartland Humane Society-Renovation-\$6,500.00; Marks Machinery-2016 Kubota Mower-\$30,300.00; Minnesota Life Insurance Co-Life Insurance-June-\$695.51; Nelson/Amy-Travel Expense-\$300.00; Northtown Automotive-Chevy Pickup-\$29,352.00; Onward Yankton-Strategic Plan Funding-\$7,500.00; Retirement SD-SD Retirement-May-\$66,604.55; SDSRP Employee-Deduction-\$5,280.00; Southeast Properties-TID

Reimbursement-\$27,347.19; Summit Activity Center-Employee Deduction-\$816.75; United Way-Employee Deduction-\$89.32; Welfl Construction Corp-Meridian Plaza-\$11,191.60; Wellmark Blue Cross-Health Ins-June-\$89,663.75; Yankton Area Prog Growth-Sales Tax Reimbursement-\$57,147.15.

SALARIES MAY, 2016

Administration-\$29,676.30; Finance-\$31,118.66; Community Development-\$22,219.10; Police-\$137,058.09; Fire-\$11,223.24; Engineering-\$38,520.32; Street-\$42,843.32; Traffic Control-\$1,908.91; Library-\$29,504.55; Parks/SAC-\$62,502.10; Marne Creek-\$3,611.46; Water-\$38,654.11; Wastewater-\$34,376.92; Cemetery-\$4,754.94; Solid Waste-\$15,033.69; Landfill-\$17,581.41; Golf Course-\$24,854.81; Central Garage-\$6,885.93.

PERSONNEL CHANGES & NEW HIRES:

New Hires: Brianna Benjamin-\$8.55 hr.-Rec. Division; Kobe Bowker-\$8.55 hr.-Golf Division; Jalyn Carrico-\$8.55 hr.-Golf Division; Derek Conover-\$8.55 hr.-Golf Division; Kylie Coulson-\$8.55 hr.-Parks Division; Turner Frank-\$8.55 hr.-Trails; Keith Jr. Jensen-\$9.00 hr.-Golf Division; Cortez, Jordan-\$8.55 hr.-Rec. Division; Barbara Law-\$11.50 hr.-Rec. Division; Kayla Loecker-\$10.00 hr.-Rec. Division; Anthony Maibaum-\$431.17 mo.-City Commission; Kaitlin Porter-\$8.55 hr.-Golf Division; Tracy Raab-\$11.50 hr.-Rec. Division; Steven Smith-\$8.55 hr.-Cemetery Division; Chelsea Wortmann-\$8.55 hr.-Golf Division; Anna Wuestewald-\$8.55 hr.-Golf Division.

Wage Change: Jannifer Guthmiller-\$9.55 hr.-Golf Division; Logan Haak-\$9.30 hr.-Rec. Division; Maddie Husman-\$9.80 hr.-Golf Division; Matthew Hilson-\$9.05 hr.-Golf Division; Mark Jensen-\$9.55 hr.-Golf Division; Alec Johnson-\$8.80 hr.-Golf Division; Abigail Mitchell-\$9.30 hr.-Rec. Division; Lucas Rockne-\$9.30 hr.-Rec. Division; Jane Rodig-\$10.05 hr.-Golf Division; Twila Stibral-\$11.80 hr.-Rec. Division; Larry Wagner-\$9.05 hr.-Rec. Division; Maggie Wallis-\$9.80 hr.-Rec. Division.

Status Change: Dave Carda-\$437.17 mo. from Mayor to Commissioner; Charlie Gross-\$601.12 mo. from Commissioner to Mayor; Tyler Johnson-\$9.55 hr. from Rec. Division to Golf Division.

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

Citizen Paul Lowrie appeared to inquire about alternatives for transportation during evening hours for citizens in the City of Yankton. He expressed frustration with current taxi companies not answering their phones.

Action 16-177

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

1. Establish public hearing for sale of alcoholic beverages
Establish June 27, 2016, as the date for the public hearing on the request for a Special Malt Beverage (on-sale) Retailers License for one day, June 30, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, South Dakota.
2. Establish public hearing for sale of alcoholic beverages
Establish June 27, 2016, as the date for the public hearing on the request for a Special Malt Beverage (on-sale) Retailers License for one day, July 7, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, South Dakota.
3. Establish public hearing for sale of alcoholic beverages

- Establish June 27, 2016, as the date for the public hearing on the request for a Special Malt Beverage (on-sale) Retailers License for one day, July 14, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, South Dakota.
4. Establish public hearing for sale of alcoholic beverages
Establish June 27, 2016, as the date for the public hearing on the request for a Special Malt Beverage (on-sale) Retailers License for one day, July 21, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, South Dakota.
 5. Establish public hearing for sale of alcoholic beverages
Establish June 27, 2016, as the date for the public hearing on the request for a Special Malt Beverage (on-sale) Retailers License for one day, July 28, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, South Dakota.
 6. Establish public hearing for sale of alcoholic beverages
Establish June 27, 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, July 9, 2016, from the Center (Christy Hauer, Executive Director), 900 Whiting Drive, Yankton, South Dakota.
 7. Establish public hearing for sale of alcoholic beverages
Establish June 27, 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, July 16, 2016, from the Center (Christy Hauer, Executive Director), 900 Whiting Drive, Yankton, South Dakota.
 8. Establish public hearing for sale of alcoholic beverages
Establish June 20, 2016, as the date for the public hearing on the request for a Special Events (on-sale) Liquor License for one day, June 21, 2016, from Drotzmann & Portillo, LLC (Steve Drotzmann, Partner), dba Rounding 3rd Bar and Casino, Kiwanis 4-H Ice Center, Yankton, South Dakota.
 9. Establish public hearing for sale of alcoholic beverages
Establish June 20, 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 one day, June 25, 2016, from Mount Marty College, Inc., Mount Marty College Campus, 1105 W. 8th Street, Yankton, South Dakota.
 10. Transient Merchant License
Consideration of Memorandum 16-139 recommending approval of the application from the Clothing Concepts for a transient merchant license to sell Ladies' & Men's Sportswear on June 19, 2016.
 11. Establish public hearing for sale of alcoholic beverages
Establish June 27, 2016, as the date for the public hearing on the request for a Special Events (on-sale) Liquor License for September 13, 2016 from Chamber of Commerce, (Carmen Schramm, Director) dba Chamber of Commerce, Avera Professional Office Pavilion, 409 Summit Street, Yankton, South Dakota.
 12. Establish public hearing for sale of alcoholic beverages
Establish June 27, 2016, as the date for the public hearing on the request for a Special Events (on-sale) Liquor License for July 12, 2016 from Chamber of Commerce, (Carmen Schramm,

Director) dba Chamber of Commerce, The Landing, 104 Capitol Street, Yankton, South Dakota.

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

Action 16-178

This was the time and place for the public hearing on the application for a Special Events (on-sale) Liquor License for July 3, 2016, from Hanten, Inc., (Ben Hanten, Owner) dba Ben's, Meridian Bridge, Yankton, South Dakota. (Memorandum 16-137) No one was present to speak for or against approval of the license application. Moved by Commissioner Knoff, seconded by Commissioner Carda, to approve the license.

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

Action 16-179

This was the time and place for the second reading and public hearing to consider adoption of Ordinance No. 987, AN ORDINANCE AMENDING ORDINANCE NO. 886 ALLOWING SIDEWALK CAFES AND THE CONSUMPTION OF ALCOHOLIC BEVERAGES ON DESIGNATED AREAS OF SIDEWALKS IN CERTAIN AREAS OF THE B-3 CENTRAL BUSINESS DISTRICT AND CREATING REGULATIONS BY WHICH THEY WILL BE PERMITTED. (Memorandum 16-141) No one was present to speak for or against adoption of the ordinance. Moved by Commissioner Knoff, seconded by Commissioner Hoffner, to adopt Ordinance No. 987.

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

Action 16-180

Moved by Commissioner Sommer, seconded by Commissioner Knoff, to approve the Music at the Meridian Concert Series from 6:00 to 8:00 p.m., on the Thursday evenings of June 30, July 7, 14, 21, and 28, 2016; to grant the City Manager the ability to sign all documents and contracts associated with the events; and to approve the closure of Levee Street in the small area by the bridge (from the driveway of the Water Treatment Plant parking lot on the east side of the alley along the former Stern Oil property on the west). (Memorandum 16-138)

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

Action 16-181

This was the time and place to award the bid for Tank Wagon Petroleum. The following bids were received and opened on June 1, 2016: (Memorandum 16-140)

Stern Oil, Freeman, South Dakota: Gasoline, Lead Free (Transport)-\$.0008/gal.; Gasoline, Lead Free (Tankwagon)-\$.0810/gal.; Dyed Diesel Fuel No. 1 (Transport)-\$.0008/gal.; Dyed Diesel Fuel No. 1 (Tankwagon)-\$.1060/gal.; Dyed Diesel Fuel No. 2 (Transport)-\$.0008/gal.; Dyed Diesel Fuel No. 2 (Tankwagon)-\$.1060/gal.; Dyed Diesel Fuel No. 1&2-50/50 mix (Transport)-\$.04/gal.; Dyed Diesel Fuel No. 1 & 2-50/50 mix (Tankwagon)-\$.1060/gal.; Diesel Fuel Clear or Highway No. 1 (Transport)-\$.0008/gal.; Diesel Fuel Clear or Highway No. 2 (Transport)-\$.0008/gal.; Diesel Fuel Clear or Highway No. 1 & 2-50/50 mix (Transport)-\$.04/gal.

Gerstner Oil, Yankton, South Dakota: Gasoline, Lead Free (Transport)-\$.0084/gal.; Gasoline, Lead

Free (Tankwagon)-\$.1484/gal.; Dyed Diesel Fuel No. 1 (Transport)-\$.0084/gal.; Dyed Diesel Fuel No. 1 (Tankwagon)-\$.1484/gal.; Dyed Diesel Fuel No. 2 (Transport)-\$.0084/gal.; Dyed Diesel Fuel No. 2 (Tankwagon)-\$.1484/gal.; Dyed Diesel Fuel No. 1&2-50/50 mix (Transport)-\$.0084/gal.; Dyed Diesel Fuel No. 1 & 2-50/50 mix (Tankwagon)-\$.1484/gal.; Diesel Fuel Clear or Highway No. 1 (Transport)-\$.0084/gal.; Diesel Fuel Clear or Highway No. 2 (Transport)-\$.0084/gal.; Diesel Fuel Clear or Highway No. 1 & 2-50/50 mix (Transport)-\$.0084/gal.

Petroleum Traders Corporation, Fort Wayne, Indiana:

Gasoline, Lead Free (Transport)-\$.0588/gal.; Dyed Diesel Fuel No. 1 (Transport)-\$.0649/gal.; Dyed Diesel Fuel No. 2 (Transport)-\$.0574/gal.; Dyed Diesel Fuel No. 1&2-50/50 mix (Transport)-\$.0598/gal.; Diesel Fuel Clear or Highway No. 1 (Transport)-\$.0649/gal.; Diesel Fuel Clear or Highway No. 2 (Transport)-\$.0564/gal.; Diesel Fuel Clear or Highway No. 1 & 2-50/50 mix (Transport)-\$.0591/gal.

The bids received represent the suppliers handling costs (profit margin), which are added to the OPIS (Oil Price Information Service) daily published price on the date the product is ordered.

Moved by Commissioner Knoff, seconded by Commissioner Ferdig, to award the bids to the low bidders as follows:

Stern Oil, Freeman, South Dakota:

Gasoline Lead Free (Transport)-\$0.0008/gal.; Gasoline Lead Free (Tankwagon)-\$0.0810/gal.; Dyed Diesel Fuel No. 1 (Transport)-\$0.0008 gal.; Dyed Diesel Fuel No. 1 (Tankwagon)-\$0.1060 gal.; Dyed Diesel Fuel No 2 (Transport)-\$0.0008 gal.; Dyed Diesel Fuel No. 2 (Tankwagon)-\$0.1060 gal.; Dyed Diesel Fuel No. 1 & No.2 50/50 Mix (Tankwagon)-\$0.1060 gal. ; Clear or Hwy Diesel Fuel No. 1 (Transport)-\$0.0008 gal.; Clear or Hwy Diesel Fuel No. 2 (Transport)-\$0.0008 gal.

Gerstner Oil, Yankton, South Dakota: Dyed Diesel Fuel No 1 & No. 2 50/50 Mix (Transport)-\$0.0084 gal.; Clear or Hwy Diesel Fuel No. 1 & No. 2 50/50 Mix (Transport)-\$0.0084 gal.

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

Motion adopted.

Action 16-182

Moved by Commissioner Ferdig, seconded by Commissioner Sommer, to have City Staff move forward with the recycling plans as outlined in Memorandum 16-142.

Roll Call: Members present voting “Aye:” Commissioners Ferdig, Hoffner, Johnson, Knoff, Maibaum, Miner, and Sommer; voting “Nay:” Commissioner Carda and Mayor Gross.

Motion adopted.

Action 16-183

Moved by Commissioner Knoff, seconded by Commissioner Carda, to adjourn into Executive Session at 7:55 p.m., to discuss contractual matters under SDCL 1-25-2.

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

Motion adopted.

Regular meeting of the Board of City Commissioners of the City of Yankton was reconvened by Mayor Gross at 8:05 p.m.

Roll Call: Present: Commissioners Carda, Ferdig, Hoffner, Johnson, Knoff, Maibaum, Miner, and Sommer. City Manager Nelson was also present. Absent: Deputy City Attorney Hovden. Quorum

present.

General discussion was held about the 5-year Capital Improvements Plan.

Action 16-184

Moved by Commissioner Ferdig, seconded by Commissioner Miner, to adjourn at 10:15 p.m.

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

Motion adopted.

C.N. Gross
Mayor

ATTEST:

Al Viereck
Finance Officer

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 27, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Human Resources Update

We have several job openings being advertised in the classified ads:

- Police Officer hiring list – applications close on July 8
- Water Plant Supervisor – applications close on July 1
- Building Inspector – applications close on July 13
- Year-round part-time Wastewater Plant Operator – applications accepted until position is filled

The Health Insurance Committee had its first meeting with our insurance representatives on June 15. We have some new members on the committee this year. The members are Ann Clough (Finance), Mary Robb (Public Works), Jeff Johnson (Police), Mike VanWinkle (Parks & Rec), Taylor Peters (Information Services), and Jim Arens (Public Works). The committee will meet again in August to review quotes for our group health insurance coverage.

2) Parks and Recreation Department Update

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

3) Finance Office Update

The Deputy Finance Officer attended the annual SD Governmental Finance Officers' School held in Spearfish on June 8 - 10, 2016. Conference topics included Legislative Updates; Investing; Budgeting; Utility Billing and Collections; De-Escalating Verbal Conflict; Code Enforcement; Liquor Law Updates; Project Management and Property Taxes.

Please see the enclosed Monthly Finance Report for May.

4) Community Development Update

On June 15, 2016, the Community and Economic Development Staff met with the Federal Emergency Management Agency (FEMA) as part of their Strategic Advances Kickoff Meeting. Representatives from FEMA notified the City and County that they will be working over the next several years to update the Flood Insurance Rate Maps (FIRM Maps) for the City and County in an effort to improve the map's hazard-related information. A second meeting has been scheduled for August 23 where FEMA will present preliminary maps and options for gathering additional floodplain information. These options include: (1) Reassessing and upgrading the existing FIRM Maps, (2) Conducting a detailed study on the existing maps, (3) Adding unmapped drainage basins and tributaries to the current maps. The updates will be primarily based on the more detailed information they can now produce through improvements in technology, not field surveying. The mapping project is a FEMA driven process that is required for

participation in the National Flood Insurance Program. The NFIP is the insurance program that offers insurance to properties that are located in floodplains. As part of FEMA's Strategic Advances Project, 26 South Dakota communities and counties are having their FIRM Maps assessed.

5) Information Services Update

Staff added a new page to the website to assist with public education on single stream recycling and automation of solid waste collection. The page contains general information about the project and provides answers to frequently asked questions about the program. Also, the department is assisting in developing a tri fold brochure.

NextGen 911 installation is in progress and cutover to the new system is scheduled for June 29th. The radio RFP is out on the website and has been emailed to vendors that have expressed an interest in the project. We anticipate ordering replacement subscriber radios in June.

6) Library Update

Enclosed in your packet is an update on the various activities at the Library Department.

7) Public Works Department Update

Slowey Construction has cleared the trees and stripped the topsoil on the 15th Street project. Installation of the 8" sanitary sewer is nearly half done and should be fully completed by June 24.

The general contractor, Masonry Components, has installed the majority of the curb and gutter on the Douglas Avenue Project. Small areas were left undone to accommodate traffic into the apartments, funeral home and assisted living properties. Slowey Construction has been working on backfilling the curb and sidewalks that are in place.

On the Highway 50 project, D&G Construction should have the south side completely paved by the time you receive this update. Masonry Components, a concrete subcontractor, is to have the sidewalks installed behind the new curb prior to switching the traffic onto the new road section. It is still anticipated that the traffic switch will happen around the 4th of July.

The street department continues to work on the street reconstruction project in Summit Heights. Asphalt has been removed and base material placed on West Street, crews will progress to removals on 17th Street.

Due to high winds during a storm event on the evening of June 17, the Transfer Station accepted tree limbs downed by the storm from residents at no charge through June 24. The street department also removed downed tree limbs from the streets.

The Transfer Station Entrance Reconfiguration and Scale Replacement Project continues to progress. Grading for new pavement is in progress, the deck on the new scale has been poured and the scale house remodel is complete. Once the new scale is operational, the existing scale will be removed.

The Vermillion Landfill and South Dakota Department of Environment and Natural Resources free tire recycling program being held at the Yankton Transfer Station will run through June 24, 2016. The tire collection should be considered a success.

8) Environmental Services Update

Welfl Construction continues to move forward with the collector well. The concrete portion of the structure is complete. Welfl will now begin working on the interior piping. Sub-contractors will also start working on electrical and exterior block.

Gridor Construction continues to dewater the lift station site. The contractor has lowered the water level by approximately 6 feet. They are hoping to be able to lower the level another 14 feet. Staff will be working with engineers and the contractor to monitor the area to prevent any flooding caused by the water discharged from the pumps.

Collection/Distribution staff continue to work on seasonal maintenance work. Staff has been busy jetting and cleaning sewer, exercising valves, and repairing hydrants.

9) Police Department Update

The Police Department is finalizing our police trading cards. We're gathering the last five photos of staff for the cards, once they are taking the cards will be printed. This program ran for many years in our police department to assist with public relations, community outreach and education. We are able to revisit the program with financial assistance from Crime Stoppers.

As part of our community policing efforts, YPD will have a team of walkers at the Walk a Mile in Her Shoes event to be held on August 27. This is a major fundraiser for our local Women's Shelter and has long been supported by the police department.

We will be starting a Chaplains Program for the Police Department. Pastor Rick Slattery has graciously agreed to work with staff on the project. This will be a welcomed program that will have many positives to the department.

10) Minutes

Fox Run Golf Course and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Planning Commission and Golf 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

PARKS AND RECREATION DEPARTMENT

SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS

1st - half of June information:

Fitness Classes-	
Early Bird Boot Camp class	51 participants
Power Abs	31 participants
Prime Time Senior class	29 participants
Tabata class	66 participants
Water aerobics	155 participants
Work-Out Express class	25 participants
Yoga classes	28 participants
Zumba class	13 participants

Rentals-	
o Birthday rentals-	1 parties
o SAC courts-	0 hours
o Theater-	0 hours
o Meeting rooms-	0 hours
o City Hall courts-	0 hours
o Capital Building-	6 dates
o Riverside shelters-	5 rentals
o Memorial shelters-	6 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-	2,015 people
SAC memberships-	880
SAC attendance-	2,475 visits
New members-	32 people

Wednesday, June 1- Summer Special Sale starts at the SAC. 10% off all quarterly membership rates, and 15% off all annual membership rates. Sale runs through August 31.

Monday, June 6- Summer Programs for Session 1 Started. 1,570 class participants (1,542 in 2015).

The City of Yankton is applying to be "Capital for the Day" with the Governor's Office for a day in the summer of 2016.

Todd is working with the United Way staff on a "parent/child activity walk" project for Fantle Memorial Park.

Todd and Brittany LaCroix are working on the Music at the Meridian concert series that will begin on Thursday, June 30. Did you know that street percussion is actually a thing? This five-concert series starts with the Omaha Street Percussion on June 30. Omaha Street Percussion performs over 100 shows each year. They host a summer drum camp every year that has over 70 registered campers and also teach street percussion in multiple schools around Omaha.

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

Todd and Brittany LaCroix are working on an ADA Celebration event for Tuesday, July 26.

Yankton Area Arts has informed the City that they will not sponsor any musical groups in the amphitheater in the evening of July 4. City fireworks only on the night of July 4.

PARKS

Some of the Parks staff were called in on Saturday, June 18, to help with the storm clean-up from branches down in Fantle Memorial Park and Riverside Park.

Todd installed "reading walk" panels on the Meridian Bridge lower level, west side, for a summer library program.

The two porta-pots placed to the east of the Meridian Bridge, along Levee, were tipped over during the weekend of June 18. We are not sure if it was vandals or the wind from the storm. The company was in town on Monday to set back up and clean. These porta-pots will stay in place through the fall and then a determination will be made if they should stay through winter.

The parks staff prepared Sertoma Park for the Youth Softball tournament for the weekend of June 18 & 19.

The parks staff will prepared Memorial Park Pool for the swim team meet held at the pool the weekend of June 18 & 19.

The parks staff prepared the Lewis and Clark Soccer Complex for the youth soccer tournament June 17, 18, and 19.

The parks staff helped the Corp of Engineers load up bleachers for the Lake Yankton Outdoor Water Festival held on Saturday, June 18.

Brittany LaCroix helped supply the Meridian Mile with barricades and such for the June 18 event.

The parks staff will be preparing Riverside Park for the Relay for Life event on Friday night, June 24.

The ball fields at Memorial Park, Sertoma Park, Summit Activities Center, and Riverside Park are being dragged and prepared each weekday according to game schedules submitted to the Parks Department.

FINANCE MONTHLY REPORT

Activity	MAY 2016	MAY 2015	MAY 2016 YTD	MAY 2015 YTD
UTILITY BILLING:				
Water				
Water Sold (in gallons per 1,000)	44,050	56,345	212,379	231,152
Water Billed	\$367,154.91	\$423,942.38	\$1,776,772.21	\$1,818,606.05
Basic Water Fee/Rate per 1000 gal.	\$15.91/\$5.23	\$15.45/\$5.08		
Number of Accounts Billed	5,270	5,267	25,879	25,744
Number of Bills Mailed	5,270	5,267	25,879	25,744
Total Meters Read	5,572	5,580	27,800	27,837
Meter Changes/pulled	5	5	19	17
Total Days Meter Reading	1	1	5	5
Misreads found prior to billing	0	0	0	0
Customers requesting Rereads	0	0	0	0
Sewer				
Sewer Billed	\$266,808.48	\$268,066.96	\$1,334,581.26	\$1,305,967.83
Basic Sewer Fee/Rate per 1000 gal.	\$8.79/\$5.32	\$8.37/\$5.06		
Solid Waste				
Solid Waste Billed	\$80,360.60	\$77,426.62	\$399,784.33	\$385,215.43
Basic Solid Waste Fee	\$17.13	\$16.63		
Total Utility Billing:	\$714,323.99	\$769,435.96	\$3,511,137.80	\$3,509,789.31
Adjustment Total:	(\$320.00)	(\$82.01)	(\$7,775.64)	(\$1,793.15)
Misread Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Other Adjustments	\$0.00	\$67.99	(\$6,525.64)	(\$813.15)
Penalty Adjustments OFF	(\$320.00)	(\$190.00)	(\$1,280.00)	(\$1,090.00)
Penalty Adjustments ON	\$0.00	\$40.00	\$30.00	\$110.00
New Accounts/Connects	149	175	344	351
Accounts Finaled/Disconnects	53	55	263	231
New Accounts Set up	4	3	16	18
Delinquent Notices	412	381	1956	1915
Doorknockers	122	123	665	665
Delinquent Call List	94	50	470	433
Notice of Termination Letters	11	7	55	69
Shut-off for Non-payment	5	0	26	21
Delinquent Notice Penalties	\$4,120.00	\$3,810.00	\$19,560.00	\$19,150.00
Doorknocker Penalties	\$1,220.00	\$1,230.00	\$6,650.00	\$6,650.00
Other Office Functions:				
Interest Income	\$13,857.09	\$7,708.98	\$63,387.02	\$31,307.07
Interest Rate-Checking Account	0.69%	0.43%		
Interest Rate-CDs	N/A	N/A		
# of Monthly Vendor Checks	182	168		
Payments Issued to Vendors	\$ 2,321,742.10	\$ 2,856,482.86	\$9,987,520.87	\$7,916,750.54
# of Employees on Payroll	231	230		
Monthly Payroll	\$ 389,081.69	\$ 380,139.59	\$2,003,563.34	\$2,103,130.15

Yankton Community Library

Summer Reading Program:

Summer reading is well underway. The calendar is filled with activities for all ages and everyone has reading goals.

Preschool and lower elementary children have three story times and two toddler times each week. Every day of the week has different afternoon activities: Monday, guest speakers; Tuesday, crafts; Wednesday, fitness activities; Thursday, LEGOs; Friday, book club and a movie. Teen events take place every Wednesday afternoon.

Adult activities are on Tuesday evenings. June 28 is Armchair Traveler with Ann Clough speaking on her trips to Africa. July 5 is Patriotic Trivia night in the form of Jeopardy!

On Saturday, July 9, attend a Smithsonian Concert featuring Smithsonian recording artists Bob and Sheila Everhart as they entertain us with music that was popular in rural American during all the wars our nation has been in. The concert takes place at the Riverside Park Amphitheatre, beginning at 7 p.m. If there is inclement weather, the location is the Yankton College Theatre. There is no charge for the concert but a free will offering will be taken. The library has partnered with Yankton Area Arts to bring this concert to Yankton.

Yankton Seed Library Classes:

Our fourth class, Garden Problems 101, was June 7, 1-2 p.m. and 6:30-7:30 p.m. Twenty-five people attended. There was a brief PowerPoint about garden problems and the group toured a nearby garden, talking about the problems they found there. Participants were able to get answers to questions about particular problems they were having.

Traffic Statistics:

2015	Total	2016	Total
January	13,741	January	9,464
February	12,428	February	9,778
March	11,455	March	12,743
April	13,633	April	10,561
May	12,309	May	11,700
June	15,982	June	
July	14,625	July	
August	10,416	August	
September	11,882	September	
October	18,144	October	
November	10,144	November	
December	9,715	December	

Downloadable Books Circulation:

2015	OverDrive**	TumbleBooks*	2016	OverDrive	TumbleBooks
January	787	37	January	939	527
February	768	97	February	920	516
March	774	236	March	1,007	528
April	658	318	April	1,007	729
May	903	134	May	994	506
June	865	114	June		
July	891	57	July		
August	891	66	August		
September	991	630	September		
October	874	856	October		
November	980	549	November		
December	768	236	December		

**OverDrive materials are young adult through adult.

*TumbleBooks are preschool through young adult materials.

Circulation Statistics:

2015	Adult	Juvenile	Total	2016	Adult	Juvenile	Total
Jan.	9,138	3,658	12,796	Jan.	8,743	4,638	13,386
Feb.	7,967	3,646	11,613	Feb.	7,728	4,663	12,381
Mar.	8,774	4,125	12,899	Mar.	8,294	5,137	13,431
April	7,987	3,917	11,904	Apr.	7,525	4,562	12,087
May	8,004	4,330	12,334	May	7,831	4,430	12,261
June	8,557	6,826	15,383	June			
July	8,011	5,423	13,434	July			
Aug.	8,115	3,536	11,445	Aug.			
Sept.	8,213	4,483	12,696	Sept.			
Oct.	8,263	5,423	13,689	Oct.			
Nov.	8,493	4,321	12,242	Nov.			
Dec.	8,852	4,078	12,930	Dec.			

06/16/16

Fox Run Golf Course
Statement of Revenues & Expenses

	01May2016 31May2016	01May2015 31May2015	01Jan2016 31May2016	01Jan2015 31May2015	Legal Budget
Direct Revenues:					
Concessions	17,024.79	20,811.09	30,817.58	35,204.23	154,300.00
Pro Shop	10,191.11	12,039.52	20,465.01	44,230.12	164,500.00
Course	40,036.26	42,450.02	287,984.74	304,881.42	483,800.00
	-----	-----	-----	-----	-----
Total Direct Revenues	67,252.16	75,300.63	339,267.33	384,315.77	802,600.00
Direct Expenses:					
Concessions	3,421.43	4,464.53	8,048.47	8,488.08	71,075.00
Pro Shop	7,505.35	11,059.19	54,436.59	64,349.61	114,800.00
Course			27,731.81	24,455.81	37,300.00
	-----	-----	-----	-----	-----
Total Direct Expenses	10,926.78	15,523.72	90,216.87	97,293.50	223,175.00
Add Beginning Inventory					
Less Ending Inventory					
Net Direct Income (Loss)					
Indirect Revenues -	.13	33.24	.44	683.60	600.00
Indirect Expenses:					
Personal Services	30,624.04	27,830.11	127,247.23	117,338.74	370,992.00
Insurance			6,071.57	6,015.68	6,405.00
Professional Services	1,900.50	1,680.15	7,528.70	5,404.40	23,400.00
Advertising	1,600.65	1,160.85	6,408.45	5,129.55	7,000.00
Repair & Maintenance	2,767.65	5,453.52	13,632.64	16,250.33	57,500.00
Supplies & Materials	3,328.75	8,035.64	15,760.69	8,617.92	60,100.00
Travel, Conference & Dues		20.00	1,450.74	603.61	3,500.00
Utilities	784.87	1,860.12	5,894.54	7,756.37	36,500.00
Billing and Administration			33,670.00	33,670.00	67,340.00
Depreciation	5,128.69	4,877.22	25,643.45	24,386.10	55,745.00
	-----	-----	-----	-----	-----
Total Indirect Expenses	46,135.15	50,917.61	243,308.01	225,172.70	688,482.00
Net Operating Income	10,190.36	8,892.54	5,742.89	62,533.17	(41,117.00)
	=====	=====	=====	=====	=====
Capital Outlay	1,364.00		20,549.00	1,692.00	139,500.00
	=====	=====	=====	=====	=====

06/16/16

Fox Run Golf Course
Statement of Revenues

1

	01May2016 31May2016	01May2015 31May2015	01Jan2016 31May2016	01Jan2015 31May2015	Legal Budget
Concessions					
CASH Long	115.67	592.58	393.13	1,049.04	1,000.00
PREPARED FOOD	3,636.90	3,830.86	5,699.71	5,267.13	33,600.00
PRE-PACKAGED FOOD	1,103.38	3,576.95	2,329.27	4,935.22	7,700.00
BEER	9,761.32	8,615.64	17,353.01	16,785.30	89,000.00
BOTTLED POP	2,407.52	4,195.06	5,042.46	7,167.54	23,000.00
MISCELLANEOUS CONCESSIONS					
	-----	-----	-----	-----	-----
Total Concessions	17,024.79	20,811.09	30,817.58	35,204.23	154,300.00
Pro Shop					
GOLF BALLS	2,573.50	1,741.49	3,884.43	4,615.73	24,000.00
GLOVES	582.82	1,792.36	1,252.15	2,612.79	7,000.00
GOLF CAPS/VISORS	658.14	1,229.70	1,569.26	2,236.07	7,000.00
MERCHANDISE	1,414.54	3,121.13	2,944.84	6,970.92	38,000.00
MERCHANDISE NON-TAX		258.08		354.06	1,000.00
GOLF EQUIPMENT	3,894.35	2,368.91	8,294.09	20,359.63	70,000.00
MISCELLANEOUS MERCHANDISE	94.34		94.34		
CLUB REPAIRS	897.95	1,225.97	2,350.43	3,797.88	11,000.00
LESSONS	75.47	301.88	75.47	3,283.04	6,500.00
	-----	-----	-----	-----	-----
Total Pro Shop	10,191.11	12,039.52	20,465.01	44,230.12	164,500.00
Course					
SIMULATOR			5,048.50	2,874.66	4,000.00
SIMULATOR NON-TAXABLE			500.00	665.00	1,200.00
SEASON PASS	13,239.40	9,836.98	164,187.60	164,703.07	175,000.00
SEASON PASS NON-TAX		75.00	3,446.69	3,521.69	3,500.00
GREEN FEES-WEEKENDS/HOLIDAYS	5,960.29	5,393.41	10,444.51	12,186.81	59,000.00
GRREN FEES NON-TAX	507.00	5,190.00	1,838.00	6,840.00	6,500.00
GREEN FEES - WEEKDAYS	6,770.06	7,403.12	10,731.57	17,780.76	70,000.00
GOLF CAR RENTAL	7,474.45	7,521.16	23,017.74	23,688.28	65,000.00
GOLF CAR STORAGE (NON-TAX)	259.43	778.29	23,322.09	25,943.00	25,200.00
TRAIL FEES	1,387.95	1,630.92	26,863.88	27,954.41	29,000.00
PULL CART RENTAL	59.84	37.40	119.68	71.06	300.00
GOLF CLUB RENTAL	108.78	46.62	135.98	62.16	1,000.00
DRIVING RANGE	2,848.86	3,876.60	7,610.80	8,929.48	15,000.00
DRIVING RANGE NON-TAX	193.52		539.66	568.16	800.00
HANDICAPING	1,226.68	660.52	7,478.04	6,392.88	9,000.00
LEAGUES					
JUNIOR GOLF PROGRAM					4,000.00
GOLF CART WRAPS			2,700.00	2,700.00	15,300.00
LEAGUE SOFTWARE ADS					
	-----	-----	-----	-----	-----
Total Course	40,036.26	42,450.02	287,984.74	304,881.42	483,800.00
Total Direct Revenues	67,252.16	75,300.63	339,267.33	384,315.77	802,600.00
	=====	=====	=====	=====	=====

06/16/16

Fox Run Golf Course
Statement of Expenditures

1

	01May2016 31May2016	01May2015 31May2015	01Jan2016 31May2016	01Jan2015 31May2015	Legal Budget
Concessions					
CASH SHORT	508.49	588.36	864.23	789.80	1,000.00
PREPARED FOODS	1,179.24	1,233.80	1,952.28	1,758.99	26,000.00
CANDY	275.35	401.20	498.20	739.97	4,000.00
BEER	716.32	978.05	2,794.27	3,305.40	30,000.00
POP	742.03	1,263.12	1,846.80	1,893.92	10,000.00
	-----	-----	-----	-----	-----
Total Concessions	3,421.43	4,464.53	8,048.47	8,488.08	71,075.00
Pro Shop					
GOLF BALLS	591.00	636.20	22,420.25	23,937.15	24,000.00
GLOVES	1,330.36		3,056.45	847.67	3,200.00
GOLF CAPS/VISORS	150.81	436.14	2,199.05	1,994.52	3,600.00
MERCHANDISE	135.03	8,420.81	9,342.56	12,469.54	23,000.00
GOLF EQUIPMENT	4,687.35	383.13	15,710.17	23,085.72	55,000.00
TRADE IN GOLF EQUIPMENT					
CLUB REPAIRS	610.80	1,182.91	1,708.11	2,015.01	6,000.00
	-----	-----	-----	-----	-----
Total Pro Shop	7,505.35	11,059.19	54,436.59	64,349.61	114,800.00
Course					
GOLF CAR RENTAL			24,455.81	24,455.81	26,000.00
REIMBURSEMENT-GOLF SHED RENTAL					
PULL CART RENTAL					
DRIVING RANGE			3,276.00		2,500.00
HANDICAPING					7,800.00
JUNIOR GOLF PROGRAM					1,000.00
GOLF CART WRAPS					
LEAGUE SOFTWARE ADS					
	-----	-----	-----	-----	-----
Total Course			27,731.81	24,455.81	37,300.00
Total Direct Expenditures	10,926.78	15,523.72	90,216.87	97,293.50	223,175.00
	=====	=====	=====	=====	=====

Joint Powers Solid Waste Authority
Financial Report Thru May 31, 2016

Description	Yankton Transfer	Vermillion Landfill	Total Joint	5 Month Budget	Legal 2016 Budget
Joint Power Transfer/Landfill					
<i>Total Revenue</i>	\$432,676.53	\$306,449.72	\$739,126.25	\$655,066.67	\$1,572,160.00
<i>Expenses:</i>					
Personal Services	104,229.50	124,068.96	228,298.46	253,536.25	608,487.00
Operating Expenses	94,808.93	148,756.47	243,565.40	308,071.67	739,372.00
Depreciation (est)	45,029.65	116,892.40	161,922.05	170,460.00	409,104.00
Trench Depletion	0.00	60,368.43	60,368.43	31,989.58	76,775.00
Closure/Postclosure Resrv	0.00	3,378.97	3,378.97	3,337.50	8,010.00
Amortization of Permit	0.00	442.64	442.64	441.67	1,060.00
<i>Total Operating Expenses</i>	244,068.08	453,907.87	697,975.95	767,836.67	1,842,808.00
<i>Non Operating Expense-Interest</i>	0.00	25,985.28	25,985.28	28,852.08	69,245.00
<i>Landfill Operating Income</i>	188,608.45	(173,443.43)	15,165.02	(141,622.08)	(339,893.00)
Joint Recycling Center					
<i>Total Revenue</i>	43,546.75	52,992.30	96,539.05	115,641.67	277,540.00
<i>Expenses:</i>					
Personal Services	8,537.34	68,506.23	77,043.57	99,560.00	238,944.00
Operating Expenses	12,759.42	21,934.91	34,694.33	65,134.58	156,323.00
Depreciation (est)	16,858.00	16,655.75	33,513.75	32,854.17	78,850.00
<i>Total Operating Expenses</i>	38,154.76	107,096.89	145,251.65	197,548.75	474,117.00
<i>Non Operating Expense-Interest</i>	3,010.23	0.00	3,010.23	0.00	0.00
<i>Recycling Operating Income</i>	2,381.76	(54,104.59)	(51,722.83)	(81,907.08)	(196,577.00)
<i>Total Operating Income</i>	\$190,990.21	(\$227,548.02)	(\$36,557.81)	(\$223,529.17)	(\$536,470.00)
Tonage in Trench:	<u>5/31/2015</u>	<u>5/31/2016</u>			
Asbestos	49.14	49.83	49.83	20.83	50.00
Centerville	122.00	122.40	122.40	137.50	330.00
Beresford	509.95	529.19	529.19	479.17	1,150.00
Clay County Garbage	4,374.03	5,161.56	5,161.56	5,041.67	12,100.00
Elk Point	409.24	419.79	419.79	458.33	1,100.00
Yankton County Garbage	8,587.79	9,076.16	9,076.16	9,166.67	22,000.00
<i>Total Tonage in Trench</i>	14,052.15	15,358.93	15,358.93	15,304.17	36,730.00
Operating Cost per ton			<u>\$47.14</u>	<u>\$52.06</u>	<u>\$52.06</u>

This report is based on the following:

Revenue accrual thru May 31, 2016

Expenses cash thru May 31, 2016 with June Bills

Joint Powers Solid Waste Authority
Financial Report Thru May 31, 2016

Description	Yankton Transfer	Vermillion Landfill	Total Joint	5 Month Budget	Legal 2016 Budget
Source of Funds					
<i>Beginning Balance</i>	\$224,362.00	\$587,584.00	\$811,946.00	\$811,946.00	\$811,946.00
<i>Operating Revenue:</i>					
Net Income	190,990.21	(227,548.02)	(36,557.81)	(223,529.17)	(536,470.00)
Depreciation	61,887.65	133,548.15	195,435.80	203,314.17	487,954.00
Trench Depletion	0.00	60,368.43	60,368.43	31,989.58	76,775.00
Amortization of Permit	0.00	442.64	442.64	441.67	1,060.00
<i>Non Operating Revenue:</i>					
Grant	0.00	0.00	0.00	156,250.00	375,000.00
Loan Proceeds	0.00	0.00	0.00	156,250.00	375,000.00
Contributed Capital	0.00	55.65	55.65	10,000.00	24,000.00
Sale Proceeds	0.00	0.00	0.00	2,083.33	5,000.00
Comp. for Loss & Damage	0.00	0.00	0.00	0.00	0.00
Fire Related Expenses	0.00	0.00	0.00	0.00	0.00
Interest	911.14	562.62	1,473.76	1,041.67	2,500.00
<i>Cash Flow Transfer:</i>					
Joint Power Transfer/Landfill	(198,657.19)	198,657.19	0.00	(13,483.33)	(32,360.00)
Joint Recycling Center	(15,037.80)	15,037.80	0.00	0.00	0.00
<i>Total Funds Available</i>	<u>264,456.01</u>	<u>768,708.46</u>	<u>1,033,164.47</u>	<u>1,136,303.92</u>	<u>1,590,405.00</u>
Application of Funds Available					
<i>Joint Power Transfer/Landfill</i>					
Equipment	0.00	0.00	0.00	88,333.33	212,000.00
Trench	0.00	0.00	0.00	0.00	0.00
Closure/Postclosure Cash Res.	0.00	3,378.97	3,378.97	3,337.50	8,010.00
<i>Joint Recycling Center</i>					
Equipment	158,281.89	0.00	158,281.89	346,458.33	831,500.00
<i>Payment Principal</i>	9,000.16	58,511.96	67,512.12	65,974.58	158,339.00
<i>Appropriation to Reserve</i>	0.00	0.00	0.00	0.00	0.00
<i>Total Applied</i>	<u>167,282.05</u>	<u>61,890.93</u>	<u>229,172.98</u>	<u>504,103.75</u>	<u>1,209,849.00</u>
<i>Ending Balance</i>	<u>\$97,173.96</u>	<u>\$706,817.53</u>	<u>\$803,991.49</u>	<u>\$632,200.17</u>	<u>\$380,556.00</u>

Joint Powers Solid Waste Authority
Financial Report Thru May 31, 2016

Joint Power Transfer/Landfill	Yankton	Vermillion	Total	5 Month	Legal
Description	Transfer	Landfill	Joint	Budget	2016 Budget
<i>Revenue: (accrual)</i>					
Asbestos	\$0.00	\$3,238.94	\$3,238.94	\$1,666.67	\$4,000.00
Elk Point	0.00	19,520.39	19,520.39	20,625.00	\$49,500.00
Centerville	0.00	5,343.40	5,343.40	6,187.50	14,850.00
Bon Homme	0.00	0.00	0.00	0.00	0.00
Union County	0.00	0.00	0.00	0.00	0.00
Beresford	0.00	24,607.58	24,607.58	21,562.50	51,750.00
Clay County Garbage	0.00	261,888.54	261,888.54	239,375.00	574,500.00
Compost-Yd Waste-Wood	0.00	1,469.79	1,469.79	833.33	2,000.00
Contaminated Soil	0.00	2,860.71	2,860.71	208.33	500.00
White Goods	0.00	1,959.86	1,959.86	3,125.00	7,500.00
Tires	0.00	1,124.10	1,124.10	1,041.67	2,500.00
Electronics	0.00	1,731.40	1,731.40	625.00	1,500.00
Other Revenue	5,381.76	1,403.83	6,785.59	3,166.67	7,600.00
Less Recycling Tipping Fee	(26,629.65)	(18,698.82)	(45,328.47)	(45,433.33)	(109,040.00)
Cash long	(10.20)	0.00	(10.20)	0.00	0.00
Yard Waste	0.00	0.00	0.00	0.00	0.00
Rubble	16,650.44	0.00	16,650.44	20,833.33	50,000.00
Transfer Fees	437,284.18	0.00	437,284.18	381,250.00	915,000.00
Total Revenue	432,676.53	306,449.72	739,126.25	655,066.67	1,572,160.00
<i>Expenses: (cash)</i>					
Personal Services	104,229.50	124,068.96	228,298.46	253,536.25	608,487.00
Insurance	15,783.31	4,051.80	19,835.11	11,271.67	27,052.00
Professional Service/Fees	4,942.99	27,619.88	32,562.87	23,750.00	57,000.00
Non Professional Fees	0.00	0.00	0.00	0.00	0.00
Processing- Reduction	0.00	0.00	0.00	6,250.00	15,000.00
State Fees	0.00	15,358.93	15,358.93	15,283.33	36,680.00
Professional - Legal/Audit	0.00	0.00	0.00	104.17	250.00
Publishing & Advertising	58.58	1,061.60	1,120.18	541.67	1,300.00
Rental	0.00	0.00	0.00	208.33	500.00
Hauling fee	0.00	0.00	0.00	0.00	0.00
Equipment repair	2,376.92	21,396.07	23,772.99	19,166.67	46,000.00
Motor vehicle repair	385.00	1,302.79	1,687.79	9,583.33	23,000.00
Vehicle fuel & maintenance	42,666.79	10,481.05	53,147.84	99,583.33	239,000.00
Equip, Mat'l & Labor	6,322.82	0.00	6,322.82	5,000.00	12,000.00
Building repair	10,014.93	1,236.30	11,251.23	7,916.67	19,000.00
Facility repair & maintenance	0.00	2,154.03	2,154.03	10,416.67	25,000.00
Postage	210.42	1.72	212.14	312.50	750.00
Office supplies	303.49	328.78	632.27	1,250.00	3,000.00
Copy supplies	41.72	20.84	62.56	125.00	300.00
Uniforms	55.93	1,896.12	1,952.05	1,875.00	4,500.00
Small Tools & Hardware	58.53	0.00	58.53	104.17	250.00
Travel & Training	0.00	1,430.91	1,430.91	2,083.33	5,000.00
Operating supply	593.40	47,946.31	48,539.71	63,583.33	152,600.00
Electricity	2,798.50	6,737.77	9,536.27	10,916.67	26,200.00
Heating Fuel - Gas	6,489.91	4,881.71	11,371.62	15,416.67	37,000.00
Water	717.83	193.20	911.03	1,250.00	3,000.00
WW service	412.42	0.00	412.42	708.33	1,700.00
Landfill	85.65	0.00	85.65	83.33	200.00
Telephone	489.79	656.66	1,146.45	1,287.50	3,090.00
Depreciation (est)	45,029.65	116,892.40	161,922.05	170,460.00	409,104.00
Trench Depletion		60,368.43	60,368.43	31,989.58	76,775.00
Closure/Postclosure Resrv		3,378.97	3,378.97	3,337.50	8,010.00
Amortization of Permit		442.64	442.64	441.67	1,060.00
Total Op Expenses	244,068.08	453,907.87	697,975.95	767,836.67	1,842,808.00

Joint Power Transfer/Landfill Description	Yankton Transfer	Vermillion Landfill	Total Joint	5 Month Budget	Legal 2016 Budget
<i>Non Operating Expense-Interest</i>	0.00	25,985.28	25,985.28	28,852.08	69,245.00
<i>Operating Income (Loss)</i>	\$188,608.45	(\$173,443.43)	\$15,165.02	(\$141,622.08)	(\$339,893.00)
<i>Capital:</i>					
Capital Outlay	\$0.00	\$0.00	\$0.00	\$88,333.33	\$212,000.00
Landfill Development	0.00	0.00	0.00	20,833.33	\$50,000.00
Capital Lease	0.00	0.00	0.00	0.00	\$0.00
<i>Total Capital Expenditures</i>	\$0.00	\$0.00	\$0.00	\$109,166.67	\$262,000.00
<i>Grant Reimbursement</i>	\$0.00	\$0.00	\$0.00	\$156,250.00	\$375,000.00
<i>Equipment Sale Proceeds</i>	\$0.00	\$0.00	\$0.00	\$2,083.33	\$5,000.00
<i>Cash Flow Transfer</i>	(\$198,657.19)	\$198,657.19	\$0.00	\$0.00	\$0.00
<i>Tonage in Trench:</i>					
Asbestos		49.83	49.83	20.83	50.00
Beresford		529.19	529.19	479.17	1,150.00
Centerville Garbage		122.40	122.40	137.50	330.00
Clay County Garbage		5,161.56	5,161.56	5,041.67	12,100.00
Elk Point		419.79	419.79	458.33	1,100.00
Yankton County Garbage		9,076.16	9,076.16	9,166.67	22,000.00
<i>Total Tonage in Trench</i>		15,358.93	15,358.93	15,304.17	36,730.00
Operating Cost per ton			\$47.14	\$52.06	\$52.06

Joint Recycling Center	Yankton	Vermillion	Total	5 Month	Legal
Description	Transfer	Center	Joint	Budget	2016 Budget
<i>Revenue:</i>					
Tipping Fees	\$26,629.65	18,698.82	\$45,328.47	45,433.33	\$109,040.00
Magazines	0.00	0.00	0.00	3,541.67	8,500.00
Metal/Tin	1,879.30	1,116.50	2,995.80	4,166.67	10,000.00
Plastic	0.00	4,929.10	4,929.10	13,333.33	32,000.00
Aluminum	2,966.30	7,937.05	10,903.35	14,583.33	35,000.00
Newsprint	4,667.18	3,862.30	8,529.48	7,083.33	17,000.00
Cardboard	7,404.32	11,987.99	19,392.31	20,416.67	49,000.00
High Grade Paper	0.00	3,011.91	3,011.91	6,250.00	15,000.00
Other Material	0.00	1,448.63	1,448.63	833.33	2,000.00
Contributions/Operating Grants	0.00	0.00	0.00	0.00	0.00
Total Revenue	43,546.75	52,992.30	96,539.05	115,641.67	277,540.00
<i>Expenses:</i>					
Personal Services	8,537.34	68,506.23	77,043.57	99,560.00	238,944.00
Insurance	250.96	770.88	1,021.84	947.08	2,273.00
Professional Service/Fees	0.00	40.00	40.00	8,333.33	20,000.00
Hazardous Waste Collection	0.00	936.13	936.13	13,541.67	32,500.00
Professional-Legal	0.00	0.00	0.00	0.00	0.00
Publishing & Advertising	0.00	350.05	350.05	1,041.67	2,500.00
Rental	0.00	0.00	0.00	0.00	0.00
Equipment repair	0.00	1,459.23	1,459.23	5,104.17	12,250.00
Vehicle repair & maintenance	0.00	0.00	0.00	416.67	1,000.00
Vehicle fuel	1,363.50	957.65	2,321.15	5,708.33	13,700.00
Building repair & maintenance	138.95	987.52	1,126.47	1,458.33	3,500.00
Postage	0.00	0.63	0.63	270.83	650.00
Freight	0.00	840.00	840.00	833.33	2,000.00
Office supplies	35.49	177.20	212.69	416.67	1,000.00
Uniforms	0.00	213.95	213.95	312.50	750.00
Materials Purchases	0.00	2,078.50	2,078.50	3,541.67	8,500.00
Travel & Training	0.00	956.08	956.08	625.00	1,500.00
Operating Supplies	0.00	6,126.62	6,126.62	4,166.67	10,000.00
Copy Supply	0.00	20.84	20.84	145.83	350.00
Electricity	0.00	2,452.02	2,452.02	2,291.67	5,500.00
Heating Fuel-Gas	0.00	1,228.03	1,228.03	2,291.67	5,500.00
Water	0.00	172.59	172.59	229.17	550.00
WW service	0.00	588.15	588.15	416.67	1,000.00
Telephone	0.00	331.85	331.85	333.33	800.00
Revenue Sharing	0.00	1,246.99	1,246.99	4,583.33	11,000.00
Transportation to Vermillion	1,710.00	0.00	1,710.00	1,875.00	4,500.00
Processing Recyclables	9,260.52	0.00	9,260.52	6,250.00	15,000.00
Depreciation (est)	16,858.00	16,655.75	33,513.75	32,854.17	78,850.00
Total Op Expenses	38,154.76	107,096.89	145,251.65	197,548.75	474,117.00
<i>Non Operating Expense-Interest</i>	3,010.23	0.00	3,010.23	0.00	0.00
Operating Income (Loss)	\$2,381.76	(\$54,104.59)	(\$51,722.83)	(\$81,907.08)	(\$196,577.00)
Capital Outlay	\$158,281.89	\$0.00	\$158,281.89	\$346,458.33	\$831,500.00
Grant Reimbursement/Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash Flow Transfer	(\$15,037.80)	\$15,037.80	\$0.00	\$0.00	\$0.00

This report is based on the following:

Revenue accrual thru May 31, 2016

Expenses cash thru May 31, 2016 with June Bills

2016 Joint Powers Total Operations Recap

Month	Yankton Transfer	Vermillion Landfill	Total	Total Tons	\$ per ton	Recycling			Yankton Operations	Vermillion Operations	Total Operations
						Yankton	Vermillion	Total			
January	27,219.60	(37,872.18)	(10,652.58)	2,453.74	51.32	623.65	(6,724.34)	(6,100.69)	27,843.25	(44,596.52)	(16,753.27)
February	24,442.56	(16,927.43)	7,515.13	2,801.55	46.48	(2,489.50)	(15,845.95)	(18,335.45)	21,953.06	(32,773.38)	(10,820.32)
Subtotal	51,662.16	(54,799.61)	(3,137.45)	5,255.29	51.02	(1,865.85)	(22,570.29)	(24,436.14)	49,796.31	(77,369.90)	(27,573.59)
March	30,670.81	(22,367.55)	8,303.26	3,195.68	44.06	1,710.56	(12,788.54)	(11,077.98)	32,381.37	(35,156.09)	(2,774.72)
Subtotal	82,332.97	(77,167.16)	5,165.81	8,450.97	48.38	(155.29)	(35,358.83)	(35,514.12)	82,177.68	(112,525.99)	(30,348.31)
April	56,283.95	(30,697.08)	25,586.87	3,353.73	41.02	1,889.34	(7,724.70)	(5,835.36)	58,173.29	(38,421.78)	19,751.51
Subtotal	138,616.92	(107,864.24)	30,752.68	11,804.70	46.29	1,734.05	(43,083.53)	(41,349.48)	140,350.97	(150,947.77)	(10,596.80)
May	49,936.35	(39,593.91)	10,342.44	3,554.23	45.99	3,657.94	(11,021.06)	(7,363.12)	53,594.29	(50,614.97)	2,979.32
Subtotal	188,553.27	(147,458.15)	41,095.12	15,358.93	47.14	5,391.99	(54,104.59)	(48,712.60)	193,945.26	(201,562.74)	(7,617.48)

6/16/2016

City of Yankton Transfer Station
Recap of Customer Tonnage

Date	City	Licensed Haulers								All Other	Total Transfer	Recycling
	Compactors (577)	Bartunek (587)	Janssen (547)	Arts (586)	Fischer (590)	Independence (627)	Loren Fischer (648)	Kortan (673)	Sub-Total			Plastic Tonage
January 2015	228.32	0.00	537.70	380.58	44.72	0.00	50.18	3.33	1,016.51	255.24	1,500.07	4.91
February 2015	188.52	0.00	476.61	351.74	32.51	0.00	47.29	6.86	915.01	215.54	1,319.07	3.91
March 2015	219.10	0.00	577.32	455.17	44.54	0.00	50.43	7.15	1,134.61	294.01	1,647.72	4.66
April 2015	235.49	0.00	609.05	540.52	41.41	0.00	51.08	4.03	1,246.09	654.13	2,135.71	4.88
May 2015	236.92	0.00	654.70	529.94	37.37	0.00	62.42	4.08	1,288.51	286.48	1,811.91	5.81
June 2015	246.19	0.00	664.97	528.54	56.29	6.41	58.67	10.10	1,324.98	326.95	1,898.12	5.30
July 2015	268.28	0.00	812.20	538.36	47.21	1.45	67.02	3.24	1,469.48	380.13	2,117.89	6.08
August 2015	258.02	0.00	733.79	513.07	42.35	0.00	70.36	8.20	1,367.77	324.92	1,950.71	5.06
September 2015	252.89	0.00	666.62	490.70	54.08	0.00	46.02	7.43	1,264.85	340.81	1,858.55	5.05
October 2015	232.03	0.00	706.02	514.42	45.91	0.00	45.48	8.08	1,319.91	399.76	1,951.70	5.95
November 2015	223.63	0.00	583.04	384.68	52.06	0.00	47.80	10.78	1,078.36	287.15	1,589.14	3.38
December 2015	263.45	0.00	568.04	433.13	54.97	0.00	48.53	10.03	1,114.70	252.49	1,630.64	5.98
2015 Total	2,852.84	0.00	7,590.06	5,660.85	553.42	7.86	645.28	83.31	14,540.78	4,017.61	21,411.23	60.97
January 2016	204.72	0.00	506.69	368.30	53.23	0.00	46.55	7.51	982.28	238.64	1,425.64	3.88
February 2016	206.87	0.00	495.25	333.19	49.59	0.00	58.99	6.40	943.42	302.26	1,452.55	4.63
March 2016	238.82	0.00	589.39	463.33	61.55	0.00	19.86	6.91	1,141.04	392.93	1,772.79	4.61
April 2016	228.62	0.00	591.17	496.82	66.85	0.00	66.59	8.67	1,230.10	707.64	2,166.36	4.64
May 2016	252.38	0.00	685.21	562.27	60.04	0.00	69.47	8.46	1,385.45	421.38	2,059.21	5.08
2016 Total	1,131.41	0.00	2,867.71	2,223.91	291.26	0.00	261.46	37.95	5,682.29	2,062.85	8,876.55	22.84
											Total Tons	2,059.21
											X \$3	3.00
											Recycling Fee	6,177.63

CITY OF VERMILLION
LANDFILL TONS

	2016	Independence Waste	Fischer Disposal	Art's Garbage	Verm. Garbage	City of Elk Point	Loren Fischer	Turner County	City of Beresford	Other	2016 Tons
\$45.00 PER TON	Jan	254.19	90.52	74.58	37.07	72.35	229.36	20.45	90.07	106.39	974.98
	Feb	286.52	110.84	33.01	39.74	78.20	244.08	20.34	98.28	418.45	1329.46
	Mar	329.04	119.55	44.85	40.83	92.35	284.77	22.63	112.78	281.11	1327.91
	April	359.13	101.87	30.15	39.65	78.99	252.37	22.60	110.47	148.03	1143.26
	May	470.23	143.70	30.02	50.45	97.90	317.70	28.89	117.59	250.68	1507.16
	June										0.00
	July										0.00
	Aug										0.00
	Sept										0.00
	Oct										0.00
	Nov										0.00
	Dec										0.00
		----- 1699.11 =====	----- 566.48 =====	----- 212.61 =====	----- 207.74 =====	----- 419.79 =====	----- 1328.28 =====	----- 114.91 =====	----- 529.19 =====	----- 1204.66 =====	----- 6282.77 =====
	2015	Independence Waste	Fischer Disposal		Verm. Garbage	City of Elk Point	Loren Fischer	Turner County	City of Beresford	Other	2015 Tons
\$40.00 PER TON	Jan	268.49	113.11		41.76	82.53	199.71	26.77	106.70	123.70	962.77
	Feb	230.93	109.12		39.98	68.24	187.06	21.79	79.56	52.29	788.97
	Mar	308.67	129.33		43.59	88.90	232.92	24.11	107.68	143.52	1078.72
	April	368.21	140.64		46.81	83.08	257.99	23.21	114.26	220.04	1254.24
	May	461.23	157.80		52.20	86.49	313.58	26.12	101.75	180.49	1379.66
	June	429.91	145.53		42.30	95.93	320.00	24.61	128.88	314.60	1501.76
	July	351.03	158.78		51.73	88.68	337.56	18.62	132.18	210.85	1349.43
	Aug	419.10	179.45		49.66	95.58	296.77	21.99	132.40	267.08	1462.03
	Sept	422.71	131.50		43.49	93.64	309.29	27.96	94.83	260.80	1384.22
	Oct	390.49	131.96		41.76	85.17	313.89	26.16	115.37	226.32	1331.12
	Nov	322.64	137.95		43.33	94.97	312.82	22.26	116.57	140.95	1191.49
	Dec	320.63	120.50		43.10	100.68	285.57	20.41	108.45	292.08	1291.42
		----- 4294.04 =====	----- 1655.67 =====	----- 0.00 =====	----- 539.71 =====	----- 1063.89 =====	----- 3367.16 =====	----- 284.01 =====	----- 1338.63 =====	----- 2432.72 =====	----- 14975.83 =====

CITY of YANKTON
PLANNING COMMISSION MEETING MINUTES
for
June 13, 2016

The meeting was called to order at 5:31 p.m. by Vice Chairman Viau

ROLL CALL:

Present – Deb Specht, Dr. Scott Shindler, Mike Healy, Marc Mooney, Lynn Peterson, Jon Economy, Steve Pier, and City Commission Representative Chris Ferdig, ETJ Member Michael Welch and Vice Chairman Bruce Viau.

Unable to attend: Chairman Brad Wenande.

Vice Chairman Viau asked for approval of the April 11, 2016 meeting minutes.

MINUTES – April 11, 2016

- 16-23 **MOTION** – It was moved by Commissioner Shindler and seconded by Commissioner Specht to approve the minutes for April 11, 2016 meeting.

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

MOTION – PASSED

Vice Chairman Viau asked for a motion on the consent item to establish July 11, 2016 as the date for a public hearing to consider a request for a rezoning from R-4 Multiple Family to B-2 Highway Business: The South 227.4’ of Outlot D and Outlots 19A, 20 and 20A, all in Moderegger’s Outlots in the City of Yankton, South Dakota. Address, 803 and 811 Ferdig Avenue. Hacecky Rentals, LLC., Bradley and Sheryl Dykes, owners.

- 16-24 **MOTION** – It was moved by Commissioner Pier and seconded by Commissioner Healy to establish July 11, 2016 as the date for a public hearing to consider a rezoning from R-4 Multiple Family to B-2 Highway Business: The South 227.4’ of Outlot D and Outlots 19A, 20 and 20A, all in Moderegger’s Outlots in the City of Yankton, South Dakota. Address, 803 and 811 Ferdig Avenue. Hacecky Rentals, LLC., Bradley and Sheryl Dykes, owners.

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

MOTION – PASSED Moves to City Commission Meeting on July 11, 2016.

ADJOURN SINE DIE:

Mr. Mingo thanked Commissioners Deb Specht, Mike Healy and Dr. Scott Shindler for requesting reappointment for another term and congratulated them on being reappointed.

Commissioner Viau discussed that both himself and Chairman Wenande will be travelling more with their jobs and asked for nominations of others for both Chairman and Vice Chairman. After some discussions, Commissioner Healy nominated Commissioner Pier for Chairman. Commissioner Pier stated that if elected, he would like it to be for one year only. There were no other nominations.

- 16-25 **MOTION** – It was moved by Commissioner Healy and seconded by Commissioner Specht to elect Commissioner Pier as new Chairman for the 2016 - 2017 Planning Commission year.

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

MOTION – PASSED

Nominations for Vice Chairman. Commissioner Pier nominated Commissioner Peterson. There were no other nominations.

- 16-26 **MOTION** – It was moved by Commissioner Pier and seconded by Commissioner Shindler to elect Commissioner Peterson as new Vice Chairman.

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

MOTION – PASSED

Chairman Pier read the action item to consider a plat of Outlot 1, Lots 9 - 17 of Block 2 and Lots 1 – 3 of Block 3, Summit Heights Addition to the City of Yankton, South Dakota. Address, east side of the 1500 Block of West City Limits Road. T&T Development, owner.

Mr. Mingo described the plat location and answered all questions presented by the Commissioners. Primarily, there will be no individual access to lots allowed from the proposed lot to 15th Street or West City Limits Road.

- 16-27 **MOTION** – It was moved by Commissioner Mooney and seconded by both Commissioners Economy and Viau to recommend approval of the plat and associated Subdivider’s Agreement of Outlot 1, Lots 9 - 17 of Block 2 and Lots 1 – 3 of Block 3, Summit Heights Addition to the City of Yankton, South Dakota. Address, east side of the 1500 Block of West City Limits Road. T&T Development, owner.

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

MOTION – PASSED Moves to City Commission Meeting on June 27, 2016.

May Building Permit Report Update - Mr. Mingo advised that the value and number of building permits was behind last year at this time but there have been more single family home permits issued this year versus last year.

Mr. Mingo discussed the Mead Neighborhood Concept and will be providing the presentation to the Planning Commission over the summer. Mr. Mingo also asked the preference of the Planning Commission to see if they would rather have City Manager Amy Nelson attend the July 11th meeting and present the Capital Improvements Plan (CIP). This would potentially be a longer than normal meeting.

ADJOURNMENT

- 16-28 **MOTION** – It was moved by Commissioner Viau and seconded by Commissioner Shindler to adjourn at 6:09 p.m.
 VOTE – Voting “Aye” – all members present. Voting “Nay” – none.
 MOTION – PASSED

Respectfully submitted,

Dave Mingo
Secretary

MINUTES

FOX RUN GOLF ADVISORY BOARD

**Thursday, May 19, 2016
Fox Run Golf Course Clubhouse – 12:00 P.M.**

Routine Business

Roll Call:

Present: Jake Hoffner, Kim Auch, Mike Brinkerhoff, Steve Sager, Warren Erickson.

Absent: Dan Kortan, Annette Kohoutek.

Also present were Golf Operations Manager Tom Jeffers, Course Superintendent Rockie Wampol, and Parks Secretary Chasity McHenry

Public Appearances: Karol Kittelson.

Minutes:

April 21, 2016 minutes approved. Brinkerhoff motioned, Hoffner second.
Motion carried 5-0.

Old Business

A. No old business.

New Business

- A. Monthly round report and season pass report. Tom provided documents at meeting. Pass sales are up compared to 2015. Cart storage has decreased from 2015 to this point in year-to-date.
- B. Revenue report from City financials through end of April (attachment). Lack of nice weather has brought down revenues. Board and staff are discussing ideas on how to increase usage of the golf course.
- C. League update. Leagues are playing weekly. All league information is now up on the website.
- D. Course event calendar and updates. Pink Ladies Tournament is on June 4 to coincide with Ribfest.
- E. Course conditions and projects. Rockie. Hartington Tree Service moved 8 trees that went from the tree farm area out on to the course.

Other Business

- A. Next Meeting Date – Thursday, June 16, 2016. The GAB meetings will be moved to Thursdays through October of 2016.

Meeting Adjourned

- A. Sager motioned, Brinkerhoff second. Motion carried 5-0.

Yankton Taxable Sales and Sales Tax Receipts Due

Total Yankton Sales Tax (first penny, second penny, and BBB)

	2013	2014	2015	2016		
	Total Tax Due	Total Tax Due	Total Tax Due	Total Tax Due	Monthly % Diff.	Accum. % Diff.
Jan	\$803,970	\$791,085	\$849,976	\$898,888	5.75%	5.75%
Feb	\$667,040	\$677,988	\$707,902	\$720,155	1.73%	3.93%
Mar	\$603,969	\$627,566	\$655,013	\$716,110	9.33%	5.52%
Apr	\$681,497	\$707,315	\$800,120	\$764,378	-4.47%	2.87%
May	\$674,568	\$718,112	\$753,514	\$764,033	1.40%	2.58%
Jun	\$763,292	\$799,073	\$791,322			
Jul	\$774,483	\$792,980	\$862,407			
Aug	\$773,640	\$790,874	\$863,864			
Sep	\$740,484	\$792,137	\$819,745			
Oct	\$689,389	\$731,977	\$772,673			
Nov	\$690,990	\$748,292	\$782,979			
Dec	\$673,129	\$724,760	\$762,457			
Totals	\$8,536,449	\$8,902,158	\$9,421,973			

Top Ten First Class Cities Plus Vermillion

Accum. YTD Through April

Cities	2015	2016	
	Total Tax Due	Total Tax Due	Accum. % Diff.
Sioux Falls	\$50,333,393	\$52,023,679	3.36%
Rapid City	\$22,817,482	\$23,650,461	3.65%
Aberdeen	\$7,348,344	\$7,323,084	-0.34%
Watertown	\$6,171,067	\$6,103,929	-1.09%
Brookings	\$5,573,114	\$5,785,476	3.81%
Mitchell	\$4,742,484	\$4,737,401	-0.11%
Yankton	\$3,766,525	\$3,863,564	2.58%
Pierre	\$3,267,996	\$3,450,153	5.57%
Spearfish	\$3,040,598	\$3,089,976	1.62%
Huron	\$2,805,938	\$2,738,281	-2.41%
Vermillion	\$1,477,505	\$1,623,471	9.88%
Totals	\$111,344,445	\$114,389,475	2.73%

Yankton Taxable Sales and Sales Tax Receipts Due

Yankton Sales Tax (first and second penny combined)

	2013		2014		2015		2016			
	General Taxable Sales	General Tax Due	General Taxable Sales	General Tax Due	General Taxable Sales	General Tax Due	General Taxable Sales	General Tax Due	Monthly % Diff.	Accum. % Diff.
Jan	\$37,975,864	\$759,517	\$37,222,598	\$749,786	\$40,005,454	\$800,502	\$42,469,953	\$850,457	6.24%	6.24%
Feb	\$31,106,888	\$622,432	\$31,648,729	\$633,225	\$32,859,742	\$657,372	\$33,620,236	\$672,805	2.35%	4.49%
Mar	\$28,413,833	\$568,601	\$29,513,045	\$590,302	\$30,707,640	\$614,617	\$33,071,639	\$666,827	8.49%	5.67%
Apr	\$31,915,469	\$639,046	\$33,273,180	\$665,480	\$37,554,403	\$753,857	\$35,814,797	\$717,021	-4.89%	2.86%
May	\$31,573,207	\$633,473	\$33,625,222	\$673,896	\$35,318,461	\$707,146	\$35,670,433	\$713,445	0.89%	2.46%
Jun	\$35,708,654	\$716,545	\$37,414,702	\$751,694	\$36,810,258	\$738,560				
Jul	\$36,005,958	\$725,367	\$37,128,737	\$742,737	\$40,178,479	\$805,573				
Aug	\$36,025,816	\$723,758	\$36,766,985	\$735,478	\$39,861,102	\$800,036				
Sep	\$34,203,905	\$685,152	\$36,546,490	\$732,052	\$38,022,599	\$760,707				
Oct	\$32,220,242	\$645,418	\$34,256,554	\$685,536	\$36,110,867	\$723,851				
Nov	\$32,391,016	\$648,186	\$35,037,059	\$700,923	\$36,658,409	\$733,577				
Dec	\$31,627,094	\$632,786	\$34,102,170	\$682,094	\$35,915,704	\$720,336				
Totals	\$399,167,946	\$8,000,282	\$416,535,470	\$8,343,204	\$440,003,118	\$8,816,135				

Yankton BBB Sales Tax

	2013		2014		2015		2016			
	BBB Taxable Sales	BBB Tax Due	BBB Taxable Sales	BBB Tax Due	BBB Taxable Sales	BBB Tax Due	BBB Taxable Sales	BBB Tax Due	Monthly % Diff.	Accum. % Diff.
Jan	\$4,363,197	\$43,632	\$4,129,855	\$41,299	\$4,947,368	\$49,474	\$4,843,075	\$48,431	-2.11%	-2.11%
Feb	\$4,460,829	\$44,608	\$4,476,315	\$44,763	\$5,052,952	\$50,530	\$4,734,979	\$47,350	-6.29%	-4.22%
Mar	\$3,534,845	\$35,367	\$3,726,348	\$37,263	\$4,039,693	\$40,397	\$4,928,340	\$49,283	22.00%	3.32%
Apr	\$4,245,144	\$42,451	\$4,183,524	\$41,835	\$4,626,338	\$46,263	\$4,735,739	\$47,357	2.36%	3.08%
May	\$4,106,453	\$41,095	\$4,421,539	\$44,215	\$4,636,808	\$46,368	\$5,058,772	\$50,588	9.10%	4.28%
Jun	\$4,674,657	\$46,747	\$4,737,920	\$47,379	\$5,276,114	\$52,761				
Jul	\$4,911,557	\$49,116	\$5,024,248	\$50,242	\$5,681,807	\$56,834				
Aug	\$4,988,180	\$49,882	\$5,539,603	\$55,396	\$6,266,342	\$63,828				
Sep	\$5,533,114	\$55,331	\$5,946,973	\$60,085	\$5,903,828	\$59,038				
Oct	\$4,397,092	\$43,971	\$4,644,113	\$46,441	\$4,882,161	\$48,822				
Nov	\$4,280,393	\$42,804	\$4,736,866	\$47,367	\$4,940,215	\$49,402				
Dec	\$4,034,290	\$40,343	\$4,266,560	\$42,665	\$4,212,060	\$42,121				
Totals	\$53,529,751	\$535,347	\$55,833,864	\$558,952	\$60,465,686	\$605,837				

Municipal Tax Due for Returns Filed in May 2016 and 2015

CITY	2016	2015	% Change
Sioux Falls	10,432,381.73	10,115,198.05	3.14
Aberdeen	1,456,136.93	1,481,092.08	-1.68
Brookings	1,103,339.01	1,155,677.90	-4.53
Yankton	764,032.85	753,513.85	1.40
Spearfish	624,329.87	624,494.20	-0.03

CITY	2016	2015	% Change
Rapid City	4,472,765.00	4,449,544.79	0.52
Watertown	1,232,444.07	1,225,567.63	0.56
Mitchell	951,450.35	971,983.91	-2.11
Pierre	663,592.91	659,839.56	0.57
Huron	514,388.67	573,444.64	-10.30

CITY	2016	2015	%	CITY	2016	2015	%	CITY	2016	2015	%
Akaska	871.35	4,084.17	-78.67	Crooks	12,726.29	13,283.82	-4.20	Hosmer	5,154.89	4,552.95	13.22
Alcester	17,261.86	17,601.63	-1.93	Custer	84,394.02	97,853.69	-13.75	Hot Springs	118,438.93	116,466.06	1.69
Alexandria	12,678.93	12,544.79	1.07	Dallas	2,325.83	2,302.16	1.03	Hoven	17,432.88	11,557.10	50.84
Alpena	7,598.56	17,088.45	-55.53	Davis	1,234.63	974.70	26.67	Howard	31,336.22	34,016.16	-7.88
Andover	1,278.06	5,896.60	-78.33	De Smet	45,159.13	52,203.66	-13.49	Hudson	14,058.01	10,293.98	36.57
Arlington	43,218.88	37,176.50	16.25	Deadwood	201,562.79	177,763.08	13.39	Humboldt	14,137.21	14,933.61	-5.33
Armour	18,064.43	20,469.42	-11.75	Dell Rapids	90,284.41	96,813.88	-6.74	Hurley	5,854.78	4,026.03	45.42
Artesian	1,247.70	1,256.60	-0.71	Delmont	4,092.34	3,734.66	9.58	Interior	2,098.96	3,771.79	-44.35
Ashton	1,433.00	1,103.23	29.89	Dimock	2,623.21	1,917.05	36.84	Ipswich	31,711.17	42,527.10	-25.43
Astoria	1,006.47	605.14	66.32	Doland	4,169.46	5,619.61	-25.81	Irene	8,470.39	7,082.10	19.60
Aurora	7,180.91	4,811.83	49.23	Dupree	3,878.30	3,200.81	21.17	Iroquois	1,970.93	1,966.93	0.20
Avon	12,485.24	10,597.01	17.82	Eagle Butte	41,108.94	43,244.38	-4.94	Isabel	4,916.28	9,144.11	-46.24
Baltic	10,551.66	12,561.67	-16.00	Eden	1,516.26	2,606.13	-41.82	Java	1,171.97	1,201.17	-2.43
Belle Fourche	233,383.65	218,502.86	6.81	Edgemont	20,986.59	19,540.68	7.40	Jefferson	10,010.02	9,934.73	0.76
Belvidere	605.31	1,505.27	-59.79	Egan	2,357.60	1,347.64	74.94	Kadoka	22,018.99	23,014.82	-4.33
Beresford	82,751.40	80,158.09	3.24	Elk Point	46,622.15	36,584.26	27.44	Kennebec	20,423.48	9,695.02	110.66
Big Stone City	27,223.11	13,166.62	106.76	Elkton	12,707.53	12,198.34	4.17	Keystone	16,380.74	20,583.23	-20.42
Bison	14,653.01	90,793.73	-83.86	Emery	13,092.69	8,378.20	56.27	Kimball	21,519.34	26,041.19	-17.36
Blunt	2,864.27	5,049.75	-43.28	Estelline	9,957.81	11,437.89	-12.94	Kranzburg	3,469.43	2,917.30	18.93
Bonesteel	6,600.82	6,930.82	-4.76	Ethan	7,393.54	6,630.88	11.50	La Bolt	740.95	595.40	24.45
Bowdle	9,216.00	13,996.53	-34.16	Eureka	26,382.83	22,232.52	18.67	Lake Andes	15,337.49	15,311.96	0.17
Box Elder	131,233.71	139,839.73	-6.15	Fairfax	2,290.50	3,378.10	-32.20	Lake Norden	10,167.58	15,190.72	-33.07
Brandon	252,741.79	251,948.59	0.31	Fairview	525.38	687.03	-23.53	Lake Preston	14,252.09	15,040.97	-5.24
Brandt	1,349.20	1,890.19	-28.62	Faith	19,816.23	27,203.29	-27.16	Langford	5,562.61	4,996.95	11.32
Bridgewater	8,025.04	6,321.24	26.95	Faulkton	20,968.50	28,542.50	-26.54	Lead	41,200.47	53,261.77	-22.65
Bristol	4,612.55	5,169.15	-10.77	Flandreau	44,559.43	49,525.12	-10.03	Lemmon	48,627.56	60,184.80	-19.20
Britton	58,803.69	63,589.24	-7.53	Florence	2,872.39	3,814.81	-24.70	Lennox	42,568.17	43,991.58	-3.24
Bruce	2,147.63	3,078.58	-30.24	Fort Pierre	99,585.70	109,888.50	-9.38	Leola	7,951.72	8,492.49	-6.37
Bryant	12,261.53	11,954.35	2.57	Frankfort	2,340.14	3,365.15	-30.46	Lesterville	-1,964.69	1,125.64	-274.54
Buffalo	12,852.88	12,961.35	-0.84	Frederick	1,790.34	1,756.13	1.95	Letcher	2,622.25	3,302.25	-20.59
Buffalo Chip	4,406.70		0.00	Freeman	89,267.66	53,266.30	67.59	Madison	278,262.45	286,004.36	-2.71
Burke	22,666.74	23,883.77	-5.10	Garretson	33,043.55	32,810.42	0.71	Marion	20,999.55	22,742.54	-7.66
Camp Crook	489.30	961.98	-49.14	Gary	-364.60	3,480.68	-110.47	Martin	36,885.84	36,872.60	0.04
Canistota	16,848.69	29,250.93	-42.40	Gayville	2,926.28	2,985.45	-1.98	McIntosh	2,797.07	3,196.26	-12.49
Canova	2,039.88	2,849.52	-28.41	Geddes	3,872.91	4,568.59	-15.23	McLaughlin	6,118.58	11,986.62	-48.95
Canton	95,289.03	92,666.92	2.83	Gettysburg	55,345.38	50,133.06	10.40	Mellette	3,676.56	3,826.49	-3.92
Carthage	4,175.86	5,340.66	-21.81	Glenham	1,579.97	1,811.33	-12.77	Menno	23,434.58	16,072.34	45.81
Castlewood	11,132.63	12,781.20	-12.90	Gregory	56,352.35	52,174.64	8.01	Midland	5,806.65	7,177.79	-19.10
Cavour	1,441.23	2,212.55	-34.86	Grenville	1,176.10	580.64	102.55	Millbank	177,286.73	190,561.14	-6.97
Centerville	12,150.75	15,375.31	-20.97	Groton	41,966.31	43,638.57	-3.83	Miller	62,659.93	80,044.75	-21.72
Central City	4,474.96	5,745.84	-22.12	Harrisburg	71,802.76	77,903.08	-7.83	Mission	29,495.59	31,005.74	-4.87
Chamberlain	99,790.93	115,536.96	-13.63	Harrold	3,278.82	4,440.85	-26.17	Mobridge	137,341.32	141,905.09	-3.22
Chancellor	4,044.11	6,571.46	-38.46	Hartford	69,267.33	72,448.99	-4.39	Monroe	589.15	694.90	-15.22
Clark	30,799.54	33,537.97	-8.17	Hayti	5,348.69	5,120.99	4.45	Montrose	6,590.98	6,053.62	8.88
Clear Lake	54,760.13	39,654.84	38.09	Hazel	855.49	922.81	-7.30	Morristown	763.22	2,618.90	-70.86
Colman	14,853.38	13,222.84	12.33	Hecla	3,544.71	4,980.29	-28.83	Mound City	1,702.30	1,016.54	67.46
Colome	4,900.39	5,436.11	-9.85	Henry	1,730.68	2,398.95	-27.86	Mount Vernon	5,456.14	7,074.91	-22.88
Colton	9,591.81	8,194.74	17.05	Hermosa	11,240.50	9,489.20	18.46	Murdo	30,482.58	32,255.77	-5.50
Columbia	3,158.29	0.00	0.00	Herreid	15,986.44	19,374.24	-17.49	New Effington	4,803.92	4,303.04	11.64
Conde	2,037.29	1,984.51	2.66	Highmore	33,318.62	32,202.36	3.47	New Underwood	6,607.95	7,104.81	-6.99
Corona	1,503.13	1,160.92	29.48	Hill City	49,699.95	41,297.20	20.35	Newell	16,889.27	15,080.61	11.99
Corsica	23,683.77	33,882.45	-30.10	Hitchcock	1,470.06	1,523.67	-3.52	Nisland	2,332.64	1,669.23	39.74

Municipal Tax Due for Returns Filed in May 2016 and 2015

CITY	2016	2015	% Change
Sioux Falls	10,432,381.73	10,115,198.05	3.14
Aberdeen	1,456,136.93	1,481,092.08	-1.68
Brookings	1,103,339.01	1,155,677.90	-4.53
Yankton	764,032.85	753,513.85	1.40
Spearfish	624,329.87	624,494.20	-0.03

CITY	2016	2015	% Change
Rapid City	4,472,765.00	4,449,544.79	0.52
Watertown	1,232,444.07	1,225,567.63	0.56
Mitchell	951,450.35	971,983.91	-2.11
Pierre	663,592.91	659,839.56	0.57
Huron	514,388.67	573,444.84	-10.30

CITY	2016	2015	%	CITY	2016	2015	%	CITY	2016	2015	%
North Sioux City	198,710.07	193,805.83	2.53	Vermillion	322,784.66	309,705.85	4.22				
Oacoma	81,414.57	41,442.50	96.45	Viborg	22,483.47	21,230.48	5.90				
Oldham	1,346.45	1,450.38	-7.17	Volga	38,089.06	37,812.41	0.73				
Olivet	466.36	873.87	-46.63	Volin	1,371.00	1,459.87	-6.09				
Onida	18,530.85	23,406.76	-20.83	Wagner	61,914.01	58,526.27	5.79				
Orient	1,041.18	1,302.23	-20.05	Wakonda	7,860.67	5,409.99	45.30				
Parker	23,585.15	26,062.37	-9.50	Wall	74,561.80	116,976.01	-36.26				
Parkston	50,665.76	44,739.24	13.25	Wallace	3,450.14	518.53	565.37				
Peever	1,619.15	4,150.91	-60.99	Ward	1,046.19	1,492.22	-29.89				
Philip	78,373.31	48,201.67	62.59	Warner	4,623.61	5,990.21	-22.81				
Pickstown	7,538.87	7,272.11	3.67	Wasta	328.31	279.20	17.59				
Piedmont	16,606.23	17,949.35	-7.48	Waubay	9,208.72	8,840.14	4.17				
Pierpont	1,292.73	846.14	52.78	Webster	77,500.33	68,514.80	13.11				
Plankinton	15,166.65	14,735.26	2.93	Wentworth	3,061.31	4,397.15	-30.38				
Platte	55,518.46	66,266.72	-16.22	Wessington	4,529.40	8,567.87	-47.14				
Pollock	7,932.57	7,423.38	6.86	Wessington Springs	25,850.13	27,994.11	-7.66				
Presho	10,069.98	11,840.89	-14.96	Westport	830.09	0.00	0.00				
Pringle	11,658.18	1,265.88	820.95	White	5,346.71	6,100.89	-12.36				
Pukwana	2,337.54	3,635.47	-35.70	White Lake	6,511.69	10,441.51	-37.64				
Quinn	306.16	306.90	-0.24	White River	10,098.65	10,566.59	-4.43				
Ramona	1,194.73	900.36	32.69	Whitewood	21,673.68	30,337.35	-28.56				
Redfield	82,162.04	76,588.55	7.28	Willow Lake	5,099.51	5,151.32	-1.01				
Reliance	14,323.97	4,250.43	237.00	Wilmot	10,563.66	25,564.58	-58.68				
Reville	4,931.83	3,827.93	28.84	Winner	132,856.37	143,043.42	-7.12				
Roscoe	10,883.74	13,308.43	-18.22	Witten	554.43	1,440.25	-61.50				
Rosholt	6,699.17	5,770.21	16.10	Wolsey	11,442.30	10,271.73	11.40				
Roslyn	2,596.44	3,943.27	-34.16	Wood	611.03	854.72	-28.51				
Saint Lawrence	3,777.29	2,248.28	68.01	Woonsocket	13,069.08	14,602.53	-10.50				
Salem	39,238.39	42,296.01	-7.23	Worthing	14,325.06	12,835.54	11.60				
Scotland	24,993.52	37,446.96	-33.26	Yale	1,509.33	1,870.63	-19.31				
Selby	17,406.78	46,561.65	-62.62								
Sherman	368.88	358.57	2.88								
Sisseton	87,506.73	87,459.52	0.05								
South Shore	1,226.19	1,190.26	3.02								
Spencer	1,664.79	1,480.05	12.48								
Springfield	18,819.37	17,108.26	10.00								
Stickney	7,293.88	10,481.28	-30.41								
Stratford	1,139.43	998.99	14.06								
Sturgis	228,598.39	246,739.21	-7.35								
Summerset	38,979.93	39,621.13	-1.62								
Summit	10,413.20	12,202.87	-14.67								
Tabor	6,637.42	5,954.60	11.47								
Tea	95,707.96	107,997.46	-11.38								
Timber Lake	10,652.18	14,635.19	-27.22								
Toronto	4,308.03	3,818.19	12.83								
Trent	958.10	856.38	11.88								
Tripp	8,724.11	8,643.17	0.94								
Tulare	3,841.48	3,313.80	15.92								
Tyndall	22,942.94	28,150.06	-18.50								
Utica	393.63	386.93	1.73								
Valley Springs	7,479.47	9,569.69	-21.84								
Veblen	4,928.64	4,743.99	3.89								

The dollar amounts in this report are a result of municipal tax due and municipal gross receipts tax due reported on the SD tax returns. These figures include amounts paid through Audits.

Figures compiled by SD Dept. of Revenue

Memorandum #16-154

To: City Manager
From: Finance Officer
Date: June 16, 2016
Subject: Special Events Dance for City of Yankton

We have received the following applications for Special Event Dance Licenses:

City of Yankton

City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator) has applied for 5 dance licenses on June 30, July 7, July 14, July 21 & July 28, 2016 in the Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, Yankton, S.D.

A license fee of \$25.00 has been paid.



Al Viereck
Finance Officer

Memorandum #16-146

To: Amy Nelson, City Manager
From: Brad Bies, Code Enforcement Official
Subject: Summary of 2016 Assessment Roll– Abatement of Nuisance Vegetation and Street Tree Trimming
Date: June 17, 2016

June 27, 2016 is the date established for a public hearing at which time the costs will be assigned to properties that required abatement services arranged by the City. The attached 2016 Nuisance Vegetation and Street Tree Trimming Roll and Memorandum #16-124, previously provided to the board of commissioners, documents the assessable costs.

Letters have been sent notifying the affected property owners of costs associated with the destruction of noxious vegetation and nuisance abatement. The roll has been updated to reflect those properties that have made payment.

Recommendation: It is recommended that the Board of Commissioners approve Resolution #16-34 approving the 2016 special assessment roll for Nuisance Vegetation and Street Tree Trimming.

Respectfully submitted,



Brad Bies
Code Enforcement Official

Attachments

☒ I concur with the recommendation.

☐ I do not concur with the recommendation.



Amy Nelson, City Manager

_____ Roll Call

First Reading and Establish a Date for a Hearing Memorandum # 16-124

To: Amy Nelson, City Manager
From: Brad Bies, Code Enforcement Official
Subject: Introduction of 2016 Assessment Roll—First Reading—Abatement of Nuisance Vegetation & Street Tree Trimming.
Date: May 18, 2016

In order for City staff to begin the special assessment process it is recommended that the City Commission, at their meeting on May 23, 2016, set a public hearing date on the special assessment roll for June 27, 2016.

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

May 12, 2016	Department of Community Development files special assessment roll with Finance Officer.
May 23, 2016	City Commission sets public hearing for June 27, 2016
June 9, 2016	Department of Community Development sends notice of hearing to affected property owners.
June 9, 2016	Department of Community Development publishes notice of hearing in Press & Dakotan. Publishing dates of June 9 and June 14, 2016.
June 27, 2016	City Commission holds public hearing on assessment roll and approves resolution.
June 28, 2016	Finance Department sends notice to property owners giving amount of assessment, installments, etc.
July 2016	Finance Department publishes resolution with June 27 Commission Minutes.
December 12, 2016	Final date property owners can pay entire assessment without interest.
January 1, 2017	First special assessment installment due.

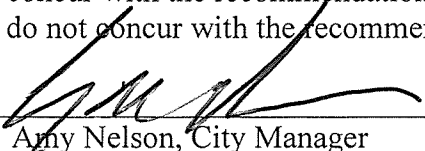
Recommendation: It is recommended that the Board of Commissioners set June 27, 2016 as the date for a public hearing for the special assessment roll.

Respectfully submitted,

Brad Bies
Code Enforcement Official

Attachments

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


Amy Nelson, City Manager

____ Roll Call

RESOLUTION #16-34

A RESOLUTION APPROVING THE 2016 SPECIAL ASSESSMENT ROLL FOR
ABATEMENT OF NUISANCE VEGETATION AND STREET TREE TRIMMING.

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

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

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

The above assessments may be paid without interest to the City Finance Officer on or before December 12, 2016, thereafter, the entire assessment may be paid with interest from the date of filing with the City Finance Officer at the rate established by resolution of the Board of City Commissioners.

Adopted:

C. N. Gross
Mayor

ATTEST:

Al Viereck
Finance Officer

**2016 SPECIAL ASSESSMENT ROLL
FOR
NUISANCE VEGETATION AND STREET TREE TRIMMING
CITY OF YANKTON, SOUTH DAKOTA**

TO THE CITY FINANCE OFFICER OF THE CITY OF YANKTON

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

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

PROPERTY OWNER (Deed Holder) Mailing Address	PROPERTY DESCRIPTION Legal Description	PROPERTY ADDRESS	ASSESSMENT AMOUNT	ABATEMENT CATEGORY
Andrew Hayward 513 Green Street Yankton, SD 57078	LT 16 BLK 44 CENTRAL YANKTON	513 Green Street	102.09	Tree Trimming
David Brown Green Street Yankton, SD 57078	603 LT 11, S2 LT 12 BLK 63 CENTRAL YANKTON	603 Green Street	74.20	Vegetation
Victoria Vlahakis Trust 914 Pearl ST Yankton, SD 57078	LT 11 BLK 70 CENTRAL YANKTON	703 Linn Street	102.09	Vegetation & Tree Trimming
Rosalynn White Picotte Street Yankton, SD 57078	811 LT 9 EXC S6' & S7' LT 10 BLK 55 LOWER YANKTON	811 Picotte Street	318.00	Vegetation
Brandon & Kristina Lloyd 821 West 5th Street Yankton, SD 57078	E2 LT 1 & E2 N42' LT 2 BLK 40 WITHERSPOON'S	821 West 5th Street	84.80	Vegetation
Victoria Vlahakis Trust 914 Pearl St Yankton, SD 57078	LTS 10 & 11 BLK 56 LOWER YANKTON	911 Picotte Street	149.79	Vegetation & Tree Trimming
Victoria Vlahakis Trust 914 Pearl St Yankton, SD 57078	LTS 12 & 13 BLK 56 LOWER YANKTON	913 Picotte Street	149.79	Vegetation & Tree Trimming
Victoria Vlahakis Trust 914 Pearl St Yankton, SD 57078	N2 LT 17 & ALL LT 18 BLK 56 LOWER YANKTON	919 Picotte Street	75.59	Tree Trimming
TOTAL ASSEMENTS			\$1,056.36	

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

The above assessments may be paid without interest to the City Finance Officer on or before December 12, 2016, thereafter, the entire assessment may be paid with interest from the date of filing with the City Finance Officer at the rate established by resolution of the Board of City Commissioners.

Brad Bies
Code Enforcement Official

Filed in the office of the City Finance Officer on May 5, 2016. Amended June 20, 2016.

Al Viereck
Finance Officer

Memorandum #16-149

To: City Manager
From: Finance Department
Date: June 16, 2016
Subject: Special Events Malt Beverage License-City of Yankton

We have received an application for a Special Malt Beverage (on-sale) Retailers License for 1 day, June 30, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, 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 #16-150

To: City Manager
From: Finance Department
Date: June 16, 2016
Subject: Special Events Malt Beverage License-City of Yankton

We have received an application for a Special Malt Beverage (on-sale) Retailers License for 1 day, July 7, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, 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 #16-151

To: City Manager
From: Finance Department
Date: June 16, 2016
Subject: Special Events Malt Beverage License-City of Yankton

We have received an application for a Special Malt Beverage (on-sale) Retailers License for 1 day, July 14, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, 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 #16-152

To: City Manager
From: Finance Department
Date: June 16, 2016
Subject: Special Events Malt Beverage License-City of Yankton

We have received an application for a Special Malt Beverage (on-sale) Retailers License for 1 day, July 21, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, 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 #16-153

To: City Manager
From: Finance Department
Date: June 16, 2016
Subject: Special Events Malt Beverage License-City of Yankton

We have received an application for a Special Malt Beverage (on-sale) Retailers License for 1 day, July 28, 2016, from City of Yankton (Brittany LaCroix, City Events & Promotions Coordinator), Parking Lot and Green Space Westside of Meridian Bridge & the enclosed area of Levee Street, 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 #16-155

To: City Manager
From: Finance Department
Date: June 20, 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, July 9, 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 #16-156

To: City Manager
From: Finance Department
Date: June 20, 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, July 16, 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 #16-145

To: City Manager
From: Finance Officer
Date: June 16, 2016
Subject: Renew Retail (on-off sale) Malt Beverage-Mexico Viejo

We have received an application for the renewal of a Retail (on-off sale) Malt Beverage License for July 1, 2016 to June 30, 2017, from San Jose, Inc., d/b/a Mexico Viejo, 1809 Broadway Ave., 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 #16-160

To: City Manager
From: Finance Department
Date: June 20, 2016
Subject: Special Events RETAIL (on-sale) Liquor License-Chamber of Commerce

We have received an application for a Special Events (on-sale) Liquor License for 1 day, September 13, 2016 from Chamber of Commerce, (Carmen Schramm, Director) d/b/a Chamber of Commerce, Avera Professional Office Pavilion, 409 Summit Street, 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 #16-161

To: City Manager
From: Finance Department
Date: June 20, 2016
Subject: Special Events RETAIL (on-sale) Liquor License-Chamber of Commerce

We have received an application for a Special Events (on-sale) Liquor License for 1 day, July 12, 2016 from Chamber of Commerce, (Carmen Schramm, Director) d/b/a Chamber of Commerce, The Landing, 104 Capitol Street, 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 #16-157

TO: Mayor and City Commissioners

FROM: Ross DenHerder, City Attorney
Amy Nelson, City Manager

RE: Commission Orientation/Refresher

DATE: June 23, 2016

Having newly elected and re-elected City Commissioners beginning their terms, City Attorney DenHerder and City Manager Nelson would like to take the opportunity to overview some of the rules and regulations set forth in City of Yankton Code and South Dakota State Statute regarding our form of government. This is an opportunity for you to ask questions and to inform the public of the manners in which we conduct business.

There is no action at this time.

Some of the topics to be covered will include, but are not limited to:

- The City Commission structure of government
- Roles and responsibilities of the Mayor and City Commission
- Roles and responsibilities of the City Manager
- Public Meetings, Special Meetings, and Executive Session Protocol

City Attorney DenHerder will be leading the discussion. The City Commission will have the opportunity to discuss these items with the City Manager and City Attorney and ask any questions. This will also be a good time to remind the public of our procedures and how the City Manager form of government works.

_____ No action

DASHBOARD FOR YANKTON BOARD OF CITY COMMISSIONERS¹

1. As a general rule, you should communicate with your constituents and other interested persons prior to taking “official action.” Feel free to discuss items such as the following with constituents outside of the public meeting:
 - a. voting on an ordinance,
 - b. voting on the budget or supplements to the budget,
 - c. planning issues,
 - d. salary issues for city employees,
 - e. placement of signage and parking.

However, **do not** talk with a constituent (without first consulting the City Manager or City Attorney) or *personally investigate* (i.e. visit a location), if you know that the conversation will concern an upcoming:

- a. conditional use permit,
- b. variance application,
- c. petition to vacate a right of way,
- d. license application, i.e. alcohol, dance, peddlers, mobile homes, etc.
- e. resolution of necessity on a special assessment,
- f. award of a bid to a particular contractor or vendor, or
- g. tax abatement.

The City Commission is technically “sitting in judgment” of a request for action from specific individuals when considering these seven types of agenda items. Discussion about these types of requests outside of a public proceeding where all parties can hear could be considered Ex Parte Communication. Please reference the City Attorney’s Memo (dated January 25, 2010) regarding Ex Parte Communication for a more detailed explanation of the issue.

In addition, **do not** reveal:

- a. any comments communicated to or from your attorney (and you may request an opinion individually or as a group), or
 - b. any comments made to and from other commissioners when made in executive session.
2. As a general rule, the public may get copies of “public records” (which is in all formats, including digital) *and* copy them. However, **do not** disclose these records without consulting with the City Manager or City Attorney:
 - a. Employee medical records, personnel information (other than directories, salaries and employee contracts), and employment applications with attachments (except those of executives or policy makers),

¹ If you are uncertain, contact the City Attorney in all cases.

- b. Attorney-Client communications and attorney work product,
 - c. Confidential criminal justice information (other than date, time and general location and subject matter of police call), except perhaps BAC reports and 911 tapes,
 - d. Appraisals or negotiation records to purchase or to sell property,
 - e. Civil defense plans (in some instances),
 - f. Private account payment information (such as credit information, social security numbers, driver's license numbers, and other identifying information),
 - g. Library records (which reveal a patron's reading materials),
 - h. "Correspondence, memoranda, calendars or logs of appointments, working papers, and records of telephone calls" and "notes, calendars or appointment logs, or other personal records or documents" of any "public officials or employees,"
 - i. Any information that, if released, could endanger the life of safety or any person,
 - j. "Financial, commercial and proprietary information," which is part of economic development, and
 - k. records that could impair pending contract awards or collective bargaining negotiations.
3. The public has a right to attend every "official meeting" of the City Commission. When is there an "official meeting"?
- a. Proper notice of the meeting has been given to the media/public,
 - b. a quorum of the Board is present, and
 - c. there is (an intent) to deliberate and/or a vote upon matters of public concern.

NOTE: Do not deliberate or vote when a quorum is present (in person, digitally (such as e-mail) or through social media (such as Facebook)) unless proper notice has been given to the media. However, you may passively receive information, such as an email from the City Manager. **Do not** reply to the City Manager's (or another City Commissioner's) email by way of a group reply. If such a group reply is created, then the email should be printed and distributed to local media.

4. An executive session is legal if:
- a. there is a motion identifying the purpose for the "closure motion," a second, and a majority vote of those present vote to enter executive session;
 - b. the purpose of the executive session is one of the following:
 - (i) employee (but not independent contractor) matters (such as hiring, performance, discipline, etc.),
 - (ii) proposed or pending litigation (with legal counsel),
 - (iii) contractual matters (with legal counsel),
 - (iv) preparing for or negotiating with employee representatives on labor issues,
 - (v) marketing or pricing strategies of City owned business when public discussion may be harmful to the competitive position of the business.
 - c. **do not** deliberate during the session on a topic not disclosed to the public, and

- d. **do not** vote in executive session.

Note: some information may only be shared with you in executive session to preserve the confidentiality of such information (i.e. attorney-client privilege, etc.).

- 5. The public **cannot** attend a legal executive session. Who may attend an executive session?
 - a. The City Manager has a right to attend and to participate in all executive sessions, unless the topic is removal of the City Manager. SDCL 9-10-15(7).
 - b. The City Attorney and City Finance Officer may attend an executive session at the discretion of the Board
 - c. Any other city employee may attend an executive session at the discretion of the Board.
- 6. As a general rule, you should participate in the deliberation at a meeting and then vote on every item. **Do not** debate *or* vote when
 - a. there is not a quorum present (at least 5 commissioners),
 - b. there is improper public notice of the *meeting* has been given,
 - c. there is improper public notice of the *item* in question has been given,
 - d. you have a financial interest in the vote
 - e. your vote would present the appearance of bias or conflict
 - f. you, or your agent, are a party to a contract with the City, although there are some exceptions; or
 - g. you or your agent are being issued a permit or a license (such as a liquor license).
- 7. As a general rule, you may talk with your fellow Commissioners about any topic outside of a meeting. However, do not do so:
 - a. Do not talk about City business if you see that there is a quorum present.
 - b. Do not agree to swap votes.
 - c. Do not indicate that your vote is unchangeable. This should only occur after deliberation has occurred at a public meeting.
- 8. The duties of the City Manager are the following:
 - a. To enforce all City ordinances
 - b. To supervise the administration of City affairs
 - c. To prepare the agenda for the Body (with help from the finance officer)
 - d. To make recommendations to the Body concerning City affairs
 - e. To appraise the Body of the City's finances
 - f. To submit an annual budget prior to August 1st of each year
 - g. To perform and to enforce the terms of all contracts and franchises of which the City is a party
 - h. To sign all warrants (legally approved by the Body) for the payment of money – all contracts over \$200.00 (except for necessities) must be approved by the Body.

- i. To prepare, to introduce, and to discuss all ordinances and resolutions
 - j. To appoint and to remove all officers and employees, or to do the same through delegation to a department head. SDCL 9-10-13.
9. The duties of each Commissioner, individually or as a body, are the following:
- a. If necessary, to inquire of City employees, (due to the restrictions of SDCL 9-10-16, “inquiry” is best limited to perfunctory questions of a factual nature)
 - b. To review issues presented by the City Manager
 - c. To consider public input, with the limitations set forth herein
 - d. To vote on all issues, with the limitations set forth herein
 - e. To appoint and remove city manager, finance officer, attorney, and library board of trustees. SDCL 9-10-9.

NOTE: Commissioners should not give orders to any subordinate of the City Manager, and violation is a class 2 misdemeanor. Conviction also results in removal from office. SDCL 9-10-16.

10. The additional duties of the Mayor are the following:
- a. To preside over the commission, SDCL 9-10-7.
 - b. To receive service of process in litigation and service and be the head of the City for military and ceremonial purposes
 - c. In times of “public danger or emergency,” may take command of the police, appoint additional police and govern by proclamation, to call on adults to aid in the enforcement of laws, and to call out any “organized militia within the county” to suppress any riots or other disorderly conduct. SDCL 9-29-17.
11. The City has been more involved in contractual issues related to economic development in recent years. These contracts may address the City’s role in industrial, retail and residential development on projects involving large multi-parcel sites all the way down to the development of an individual business. Some things to remember about economic development contractual discussions include:
- a. As necessary, it is appropriate for the City Manager to bring these issues to executive session to discuss with the Commission.
 - b. Confidentiality is critical to many prospects and a breach of trust could reduce the possibility of a project moving forward in Yankton.
 - c. Based on judgment or direction from a prospect, the City Manager may not be able to share all details of a project with the Commission.

When it comes to economic development, including retail recruitment, there is always quite a bit going on behind the scenes. The City Manager and designated staff have multiple contacts with development prospects every week. It is the City Manager’s and staff’s job to provide the prospects with the information they need to help them move forward. There are notable successes but the nature of the business is that the majority of the inquiries do not result in a new project.

The process sometimes results in a situation where a Commissioner may hear a rumor or otherwise become aware of a potential project from sources other than the City Manager. Commissioners should be aware that the City Manager and designated staff may be bound by a prospect's request for confidentiality and therefore unable to discuss the issue until such time that the prospect deems appropriate.

Memorandum #16-159

To: Amy Nelson, City Manager
From: Dave Mingo, AICP Community and Economic Development Director
Subject: Planning Commission Action Number 16-27 / Resolution #16-37
Date: June 17, 2016

PLAT REVIEW

ACTION NUMBER: 16-27

E.T.J. MEMBER ACTION REQUIRED: No

APPLICANT / OWNER: T & T Development, owner

ADDRESS / LOCATION: East side of the 1500 Block of West City Limits Road. Please reference the attached map.

PROPERTY DESCRIPTION: Plat of Outlot 1, Lots 9 – 17 of Block 2 and Lots 1 – 3 of Block 3, Summit Heights Addition to the City of Yankton, South Dakota

ZONING DISTRICT: R-4 Multiple Family Residential and R-2 Single Family Residential.

PREVIOUS ACTION: Prior Summit Heights Platting Phases since 1998.

COMMENTS: The plat proposal represents the next phase of the Summit Heights Addition. This phase will provide for the development of the southwest area of the subdivision in a manner that includes both multiple family and single family occupancies.

All infrastructure design for the lots has been approved by the City's Public Works Department. Summit Lane and West Street will need to be completed by the developer in accordance with City specifications. 15th Street will be completed by the City supported by the creation of a special assessment district.

The original Summit Heights Subdivider's Agreement accounts for all of the standard provisions of our Subdivision Ordinance. The attached amendment to the agreement covers a couple of issues associated with the specific location of the lots and reiterates a few other basic provision of our code.

Staff recommends approval of the proposed plat and associated amendment to the Subdivider's Agreement.

HEARING SCHEDULE:

_____ Roll Call

June 13, 2016: The Planning Commission reviews the plat and makes a recommendation to the City Commission.

June 27, 2016: The City Commission reviews the plat and makes a final decision.

Planning Commission results: The Planning Commission recommended approval of the proposed plat and associated amendment to the Subdivider's Agreement.

RESOLUTION #16-37

WHEREAS, it appears from an examination of the Plat of Outlot 1, Lots 9 – 17 of Block 2 and Lots 1 – 3 of Block 3, Summit Heights Addition to the City of Yankton, South Dakota prepared by Travis J. Kropuenske, 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.

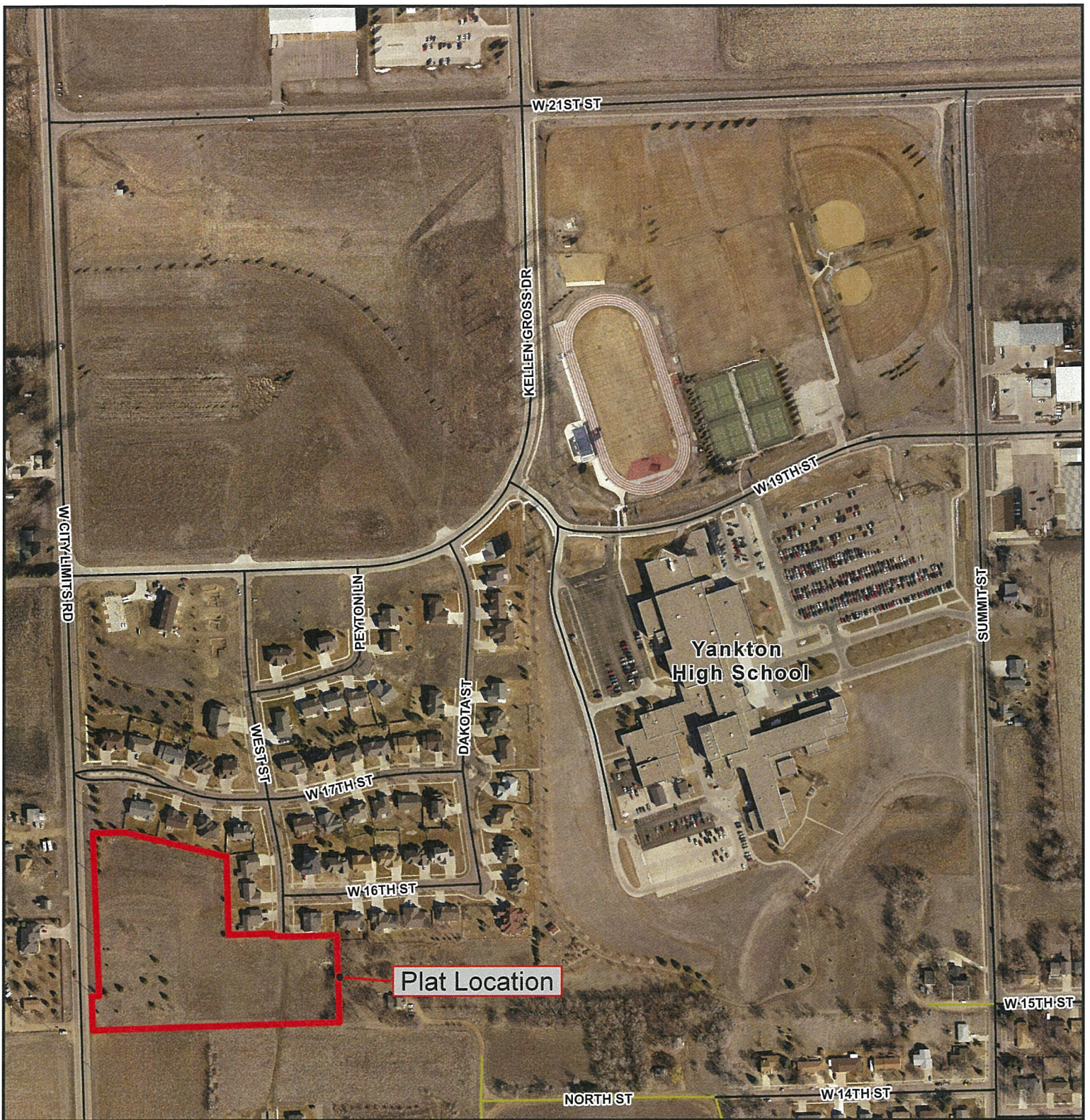
NOW, THEREFORE BE IT RESOLVED by the Board of City Commissioners of the City of Yankton, South Dakota, that the plat and associated amendment to the Subdivider's Agreement for the above described property is hereby approved.

Adopted:

C.N. Gross
Mayor

ATTEST:

Al Viereck, Finance Officer



City of Yankton

Plat Location Map

Outlot 1, Lots 9-17 of Block 2 and Lots 1-3 of Block 3,
Summit Heights Addition to the City of Yankton, South Dakota

AREA OF TRACTS PLATTED
THIS PLAT, IN SW 1/4 NW 1/4, 12-93-56
TRACT AND LOTS 5.09 AC.±
INDICATED RIGHT-OF-WAY 1.55 AC.±

Prepared by:
The City of Yankton
PO Box 176
Yankton, SD 57078

**SUBDIVIDER'S AGREEMENT
SUMMIT HEIGHTS ADDITION TO THE CITY OF YANKTON
AMENDMENT FOR SOUTHWEST PHASE**

This amendment made to the original agreement dated October 14, 1998, made this ____ day of _____, 2016, between T & T Development, hereinafter called "Subdivider" and the City of Yankton, a municipal corporation of the State of South Dakota, located in Yankton County, hereinafter called the "City".

WHEREAS, the Subdivider plans on improving the next phase of the Summit Heights Addition to be described as Outlot 1, Lots 9 – 17 of Block 2 and Lots 1 – 3 of Block 3, Summit Heights Addition to the City of Yankton, South Dakota, and

WHEREAS, all "General Subdivision Improvement Provisions" listed in "Section I" of the previously executed Subdivider's Agreement dated October 14, 1998 remain in place and effective.

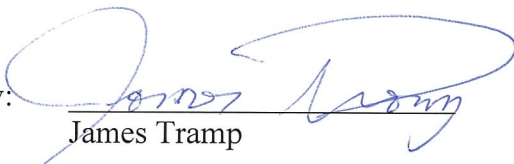
NOW, THEREFORE, IN CONSIDERATION OF THE GRANTING OF APPROVAL OF A PLAT OF THE ABOVE DESCRIBED LAND AND THE DEVELOPMENT THEREOF BY THE CITY COMMISSION, the Subdivider does hereby agree to subdivide and develop said land as follows and as otherwise regulated by City Ordinances and all laws and regulation governing said development.

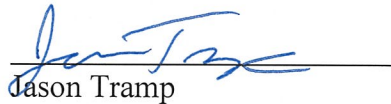
Section I. Provisions Specific to This Phase of the Subdivision

1. 15th Street adjacent to this phase of the subdivision will be improved as a part of a previously created special assessment district that has met all requirements of the public process.
2. The Subdivider will be responsible for the construction of all internal local streets in accordance with the previously approved agreement.
3. The Subdivider agrees to install a sidewalk wider than the standard along West City Limits Road and the City agrees to reimburse the Subdivider based on the City's oversizing policy.

4. The City actively promotes sound access management practices. When there are alternatives, the City does not allow individual private access drives to arterial or collector streets. West City Limits Road is an arterial street and 15th Street is a collector as identified in the City's Comprehensive Plan. The subdivision plat provides access to all lots from local streets. Therefore, all private access drives in this phase of the subdivision will be to Summit Lane or West Street.
5. The Subdivider hereby agrees that this agreement shall be binding upon any grantees, heirs, devisees, or legatees or assigns of the undersigned with the same force, effect and validity as agreed by the undersigned personally.

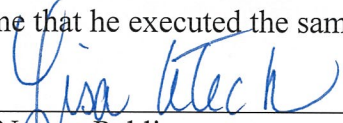
IN WITNESS WHEREOF, the Developer has caused this Agreement to be signed this 7th day of June, 2016.

by: 
James Tramp


Jason Tramp

ss: State of South Dakota
County of Yankton

Be it remembered that on this 7th day of June, 2016 A.D. before me the undersigned, a notary public within and for the County and State aforesaid, personally appeared James Tramp and Jason Tramp known to me to be the persons who are described in and who executed the within and foregoing instrument and certificate and acknowledged to me that he executed the same.



Notary Public
Yankton County, South Dakota
My commission expires on: Feb 27, 2022

seal

Accepted in conjunction with the associated plat resolution and adopted by the Board of City Commissioners of the City of Yankton this ___ day of _____, 2016.

Charles Gross, Mayor

ATTEST:

Al Viereck, Finance Officer

Memorandum #16-147

To: Amy Nelson, City Manager
From: Todd R. Larson, Director of Parks, Recreation, & City Events
Subject: Request for funding for Riverside Baseball Stadium Lighting Project
Date: May 26, 2016

At the June 6, 2016, Parks Advisory Board Meeting, Yankton Baseball Association brought forward a request for City funds to help with the Riverside Baseball Field Lighting Project. The Association is planning to proceed with the project in the fall of 2016. This is an unbudgeted request.

At this time, the Baseball Association group would like to request the City to participate in the Riverside Baseball Field Lighting Project by funding the installation of power for light poles by setting a meter socket and a panel near the outfield and a panel near the infield including boring and pulling wire to each light and refeeding the existing 120 volt circuits. All new electrical would feed the new light towers and lights for the field. The lighting project would include lights on the outfield poles that would face south and illuminate the park area and trail to the south of the stadium. Riverboat Days will help fund this part of the project (estimated at \$10,000). Total project costs are estimated at \$189,000. The funding request for the City of Yankton is \$38,900. The Parks Advisory Board motioned to support the funding request of \$38,900 and recommend the project to the City Commission 6-0.

There may be a request of the City to help take down the current light towers and lights. The City would need to examine the current towers and determine if the City has equipment that can allow for safe removal of the towers and lights. There would be no funding request for this part of the project but it would be in-kind services of equipment and staff time.

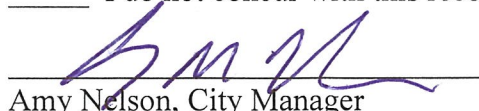
Recommendation: Discuss the unbudgeted request and take action on whether to fund, not fund, or table the request. If the Commission decides to fund this request, it is recommended that the City would utilize resources in the BBB.

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 #16-163

To: Amy Nelson, City Manager
From: Bradley Moser, Civil Engineer
Subject: Bid Award for the Maple Street and Watermain Reconstruction from 6th Street to 8th Street
Date: June 20, 2016

Two bids were received for the Maple Street and Watermain Reconstruction Project from 6th Street to 8th Street. The work includes the removal of the existing pavement, grading, installation of one block of 6" PVC water main, installation of storm pipe and inlets and the placement of aggregate base course. New curb and gutter, 6" PCC pavement and approach pavement will also be installed under this contract. The bids received are listed below:

- | | |
|---|--------------|
| 1. Feimer Construction, Inc., Yankton, SD | \$249,663.60 |
| 2. Masonry Components, Inc., Yankton, SD | \$260,308.00 |

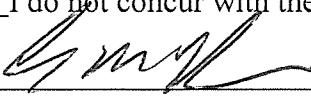
The low bidder meets the specifications and is \$13,459.09 lower than the Engineer's estimate of \$263,122.65, for the project. With Feimer Construction being a local contractor, the City is very familiar with the quality of work that is completed. Based on this work history and a review of the bids submitted, City staff recommends that the bid be awarded to Feimer Construction, Inc., in the amount of \$249,663.60.

Respectfully submitted,

Bradley Moser
 Civil Engineer

Recommendation: It is recommended that the City Commission award the contract, to Feimer Construction, Inc., in the amount of \$249,663.60, as explained in Memorandum #16-163.

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



 Amy Nelson
 City Manager

cc: Adam Haberman

_____ Roll call

Memorandum #16-162

To: Amy Nelson, City Manager
From: Bradley Moser, Civil Engineer
Subject: Agreement with the SD/DOT for Upgrading the Railroad Crossing on 21st Street
Date: June 20, 2016

Attached is an Agreement, with the South Dakota Department of Transportation (SDDOT), for rehabilitating the railroad crossing on 21st Street, with the installation of crossing signals and gates and with the installation of precast concrete crossing material. The total cost of the project is estimated to be \$435,698.32. The City is responsible for 10% of the cost which is \$43,569.83. As a part of the Agreement, the City will provide the construction signing and will remove and replace the asphalt and curb and gutter as necessary for the approaches to the railroad tracks. The estimated value of the City's portion of the project is \$45,685.32. These amounts will be adjusted to actual as-built costs.

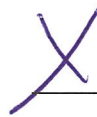
City staff has reviewed the Agreement and recommends that it be approved. There are funds in the adopted 2016 budget for the replacement of this railroad crossing. The SDDOT expects that the project will be completed in the 2017 construction season.

Respectfully submitted,



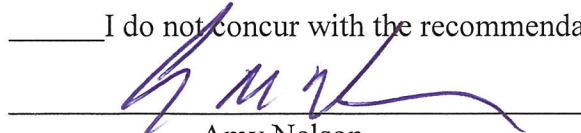
Bradley Moser
Civil Engineer

Recommendation: It is recommended that the City Commission approve the Agreement with the SDDOT for the 21st Street railroad crossing replacement, as detailed in Memorandum #16-162.



I concur with the recommendation.

_____ I do not concur with the recommendation.



Amy Nelson
City Manager

cc: Adam Haberman

_____ Roll call

State of South Dakota
Project No. PS 4700(04)
Yankton County, PCN 0507
21st Street in Yankton, SD
DOT 382258V, MP 576.34, LS 2001

AGREEMENT

THIS AGREEMENT is between the city of Yankton, South Dakota, referred to in this Agreement as the "City," and the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "State."

BACKGROUND:

1. The City wants to rehabilitate the one (1) track highway-rail grade crossing, DOT 382258V, located on City right-of-way on 21st Street, in the city of Yankton, South Dakota, with the installation of highway-rail grade crossing signals with gates and with the installation of eighty feet (80') of precast concrete crossing surface material in compliance with federal aid requirements;
2. The State is responsible to assure the Federal Highway Administration that federal aid requirements are met in order to receive federal participation in adjustment costs.

THE STATE AND THE CITY MUTUALLY AGREE AS FOLLOWS:

1. The State will notify the BNSF Railway Company (BNSF), the owner of the railroad, and will negotiate an agreement as necessary for the City for the rehabilitation of the crossing surface and installation of highway-rail grade crossing signals with gates.
2. The City will provide the City's 10% share of the total project cost of the above referenced highway-rail project through a combination of City funds and the labor and materials provided by the City for approach work, sidewalks, traffic control, and pavement markings. The State will authorize the remaining 90% of the total project cost from funds available under Section 130 of Title 23, United States Code.
3. The City may bill project costs incurred through the City's labor and materials, as indicated in Section 2 above, to the State upon completion of the City's portion of the work. The City will provide to the State proper documentation of the labor and material costs incurred. The State will credit the City's project costs so incurred and as found eligible by an audit performed by the State towards the City's 10% share of the project. If the City's project costs incurred are more than the City's 10% share of the total project cost, the State will provide a check to the City for the City's costs incurred in excess of the City's 10% share of the total project cost. If the City's project costs

incurred are less than the City's 10% share of the total project cost, the State will bill the City for the difference.

4. In order to receive credit for the City's labor and materials as described in Section 2 above, the City will provide the following information to the State upon completion of the services:
 - A. The City will provide a daily labor record, containing the name of the person providing the service, dates the person worked, number of hours worked, the project number, and a description of the type of work performed. A sample form of the daily labor records is attached to this Agreement as Exhibit "B."
 - B. The City will provide a weekly labor record containing the name of the person providing the service, the gross hours worked, the regular hours worked, the overtime hours worked, the pay rate for both regular hours and overtime hours, the dates the person worked, a description of the type of work performed, and the project number. A sample form of the weekly labor record is attached to this Agreement as Exhibit "C."
 - C. The City will provide a daily equipment record containing a description of the equipment used, the name of the person that operated the equipment, the hours worked, the regular hours, the overtime hours, the standby hours, rate of the cost to use the equipment, the total amount of the donated equipment use, the project number, the dates the equipment was used, and the type of work done by the equipment. A sample form of the daily equipment record is attached to this Agreement as Exhibit "D."
 - D. The City will provide a daily materials record containing a description of the material, the quantity of the materials, an invoice for the purchase of the materials or an affidavit if the material was from previous stock, the cost per each item used, the total amount of the donated materials, the project number, the date the materials were used, and the type of work for which the materials were used. A sample form of the daily materials record is attached to this Agreement as Exhibit "E."
 - E. The City is not required to use the forms provided as exhibits but must provide the information contained in the forms.
 - F. The City will calculate hourly rates for services as follows:
 - a. The City should base the value of City staff time on the staff person's base hourly wage, not including benefits or other added pay.
 - b. The value of equipment will be the City's standard equipment rate or the standard hourly rental rate at a local equipment rental establishment.
 - c. The City will provide receipts or proof of cost for fuel and other items for actual cost credit.
5. The estimated cost of the various items of work to be performed by the City under this Agreement is \$45,685.32. The estimated cost of work to be performed by the BNSF for the rehabilitation of

the crossing surface is \$57,200.00. The estimated cost of work performed by the BNSF for signal installation is \$330,813.00. The estimated cost for construction engineering performed by the State is \$2,000.00. The total estimated project cost is \$435,698.32. The estimated 10% City match is \$43,569.83.

6. The City will provide for the approach work, sidewalks, traffic control, and pavement marking as shown in the estimate attached to this Agreement as Exhibit "A."
7. The City will complete the City's work in a timely manner. Within one (1) year following rehabilitation of the crossing and signal installation, the City will provide a final and complete billing of all reimbursable project costs incurred and required project records specified in this Agreement.
8. The City will send all billings for the City's project costs to the Yankton Area Engineer Rod Gall, South Dakota Department of Transportation, PO Box 1306 W. 31st, Yankton, South Dakota 57078-9662, telephone 605-668-2929.
9. The City will retain all records and accounts necessary to support project costs claimed under this Agreement and will make these records and accounts available for audit performed by the State or the federal government for a period of three (3) years from the date of final payment has been received and all other pending matters are closed.
10. The City may not use subcontractors to perform the services described in this Agreement without the State's express prior written consent. The City will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The City will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. Any existing continuing contract, under which the City now has certain work performed regularly, will be considered to conform to the requirements of this Section.
11. The City will maintain the approaches signing, and pavement markings at said highway-rail grade crossing.
12. The City will notify the Yankton Area Engineer Rod Gall, South Dakota Department of Transportation, 1306 W. 31st., Yankton, South Dakota 57078-99662, telephone 605-668.2929, when commencing, discontinuing, resuming, and upon completion of the work.

13. The City will not begin any work not covered by Exhibit "A" which increases the amount of the estimate without first notifying the State and obtaining the State's prior written approval that the work is necessary and eligible. The City will not exceed the estimate unless one of the two following conditions is met:
- a. The State may allow an increase in the cost estimate when a change in construction plans is authorized by an approved Change Order issued by the State before such work is begun.
 - b. The State may allow a minor increase in the estimated cost eligible for reimbursement after completion of the work when such increase is adequately supported by detailed billing and sufficient explanation. A final Change Order, when approved, will place the increase in line for audit and payment.
14. The City will indemnify the State, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this Agreement. This section does not require the City to be responsible for or defend against claims or damages arising solely from acts or omissions of the State, its officers, agents, or employees.
15. The City certifies, to the best of the City's knowledge and belief, that no federal appropriated funds have been paid or will be paid, by or on the City's behalf to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any of the above mentioned parties, the City will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The City must require the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and all subrecipients must certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

16. The City has designated its Mayor as the City's authorized representative and has empowered the Mayor with the authority to sign this Agreement on behalf of the City. A copy of the City's Commission minutes or resolution authorizing the execution of this Agreement by the Mayor as the City's authorized representative is attached to this Agreement as Exhibit "F."

This Agreement is binding upon the signatories not as individuals but solely in their capacities as officials of their respective organizations and acknowledges proper action of the State and the City to enter into same.

City of Yankton, South Dakota

State of South Dakota
Department of Transportation

By: _____

By: _____

Its: Mayor

Its: Project Development Engineer

Date: _____

Date: _____

Attest:

Approved as to Form:

City Auditor/Clerk

Special Assistant Attorney General

(CITY SEAL)

21ST RAILROAD CROSSING ESTIMATE

1	Removal of Concrete Pavement	149	SY	\$	1,521.60
2	Removal of Asphalt Pavement	296	SY	\$	2,285.60
3	Removal of Curb and Gutter	20	LF	\$	588.50
4	Undercutting	258	CY	\$	4,941.00
5	Topsoil	1	LS	\$	737.22
6	Water for Granular Material	5	KGAL	\$	210.40
7	8" Asphalt Pavement	27	Tons	\$	5,154.00
8	6" Approach Slap	120	SF	\$	1,820.00
9	8" PCC Pavement	85	cy	\$	11,805.00
10	Insert Steel Bars in PCC Pavement	21	EACH	\$	610.50
11	6" Sidewalk	72	SF	\$	989.00
12	4" Sidewalk	150	SF	\$	1,049.00
13	Concrete Curb and Gutter	140	LF	\$	391.50
14	Saw Existing Concrete	105	LF	\$	391.50
15	Saw Existing Asphalt	44	LF	\$	118.50
16	Aggregate Base Course	163	tons	\$	2,343.00
16	Oversized Base Course	382	tons	\$	8,126.00
17	Silt Fence	300	LF	\$	604.00
18	Barricades and Closure	1	LS	\$	2,000.00
City Work				\$	45,686.32

EXHIBIT A

Exhibit B

HIGHWAY-RAIL SAFETY PROGRAM
IN KIND MATCH
DAILY LABOR RECORD

Project No: _____ PCN: _____ Date: _____

Type of Work: _____

Name	Start	Stop	Start	Stop	Start	Stop	Total Hours

City of _____, South Dakota

By: _____

Its: Finance Officer

Date: _____

④ ⑤ ⑥ ⑦ ⑧

④ ⑤ ⑥ ⑦ ⑧

④ ⑤ ⑥ ⑦ ⑧

④ ⑤ ⑥ ⑦ ⑧

④ ⑤ ⑥ ⑦ ⑧

④ ⑤ ⑥ ⑦ ⑧

④ ⑤ ⑥ ⑦ ⑧

④ ⑤ ⑥ ⑦ ⑧

Exhibit D

Type of Work: _____

Equipment	Operator	Start	Stop	Start	Stop	Hours	Regular Hours	Overtime Hours	Standby Hours	Rate	Amount

Date: _____

HIGHWAY-RAIL SAFETY PROGRAM IN KIND MATCH DAILY MATERIALS RECORD

Project No: _____ PCN: _____ Date: _____

Type of Work: _____

Type	Quantity	Invoice (Purchased) Affidavit (From Stock)	Rate	Amount
TOTALS				

City of _____, South Dakota

By: _____

Its: Finance Officer

Date: _____

Memorandum #16-158

To: Amy Nelson, City Manager
From: Kyle Goodmanson, Environmental Services Director
Subject: Bid Award for Membrane Equipment Procurement
Date: June 21, 2016

Procurement bids for the Reverse Osmosis (RO) Membrane Equipment were received on June 2, 2016. This procurement includes the shop drawings, cartridge filter system, RO feed pumps, RO system, clean-in-place system, and O & M manuals. The bid award is based on a 20 year present worth. The City will be required to pay upfront cost to obtain shop drawings and design details needed to complete the final design. The remainder of the cost will be part of the final bidding process and will be paid as part of the construction project.

The Bids received are listed below.

	20 Year Present Worth
1. Harn R/O Systems Inc.	\$4,716,176.00
2. H2O Innovations	\$4,788,269.00

Harn R/O Systems is located in Venice, Florida. Harn has been in business since 1972 and specializes in (RO) Water systems.

The lowest present worth bid of \$4,716,176.00 includes a capitol cost of \$2,251,655.00 and is less than the engineer's estimate of \$2,500,000.00. City staff recommends the bid be awarded, subject to the concurrence of the South Dakota Department of Environment and Natural Resources, to Harn R/O Systems for the capitol cost of \$2,251,665.00 based on the lowest present worth bid.

Respectfully submitted,



Kyle Goodmanson
 Environmental Services Director

Recommendation: It is recommended that the City Commission approve Memorandum #16-158 awarding the bid for the Membrane Procurement to Harn R/O Systems, in the total amount of \$2,251,665.00.

☒ ☐

I concur with this recommendation.

I do not concur with this recommendation.



Amy Nelson – City Manager

____ Roll call



June 20, 2016

Mr. Kyle Goodmanson
315 West Riverside Drive
PO Box 176
Yankton, SD 57078

Re: 2016 Water Treatment Plant Improvements, Membrane Equipment Procurement
Yankton, SD

Dear Mr. Goodmanson,

The Membrane Equipment Procurement for the 2016 Water Treatment Plant Improvements project was bid on Thursday, June 2, 2016. The results are as follows:

<u>Manufacturer</u>	<u>Schedule A- Capital Cost</u>	<u>Schedule C - 20 Year Present Worth</u>
1. Harn R/O Systems Inc.	\$2,251,665	\$4,716,176
2. H2O Innovations	\$1,785,497 ⁽¹⁾	\$4,788,269 ⁽²⁾

⁽¹⁾ \$1,785,497 is the corrected capital cost calculated after bid opening from H2O Innovations.

⁽²⁾ \$4,788,269 is the corrected 20-Year Present Worth cost calculated after bid opening from H2O Innovations. H2O Innovations total present worth cost as read during bid opening was \$4,571,173. However, they had errors in their operation and maintenance costs that resulted in a higher 20-Year Present Worth Cost.

Award of the Membrane Equipment Procurement Equipment is based on the lowest 20 Year present worth cost under schedule C.

The Opinion of Probably Capital Cost (OPCC) at the time the Membrane Equipment Procurement documents were advertised was \$2,500,000.

HDR recommends the City of Yankton award the contract for the 2016 Water Treatment Plant Improvements, Membrane Equipment Procurement, to the low bidder under Schedule C to Harn R/O Systems Inc, of Venice, FL.

If you have questions or comments, please contact me at (605) 977-7768.

Sincerely,

HDR ENGINEERING, INC

Steven J. Quail, P.E.
Project Manager

Cc: Ron Castle – Harn.

**2016 WATER TREATMENT PLANT IMPROVEMENTS
MEMBRANE EQUIPMENT PROCUREMENT
YANKTON, SD**

PROCUREMENT OF REVERSE OSMOSIS MEMBRANE SYSTEM EQUIPMENT AND SPECIAL SERVICES

Bid Schedule A

ITEM NO.	DESCRIPTION	UNIT	QTY	H2O INNOVATION	HARN R/O SYSTEMS, INC.
				TOTAL PRICE	TOTAL PRICE
A-1	Shop Drawing Submittals				
	a. Schematic Submittal	LS	1	\$55,837	\$20,000
	b. Detailed Submittal	LS	1	\$83,755	\$80,000
A-2	Cartridge Filter System				
	a. Goods	LS	1	\$96,744	\$95,000
	b. Special Services	LS	1	\$1,025	\$2,500
A-3	RO Feed Pumps				
	a. Goods	LS	1	\$272,640	\$175,000
	b. Special Services	LS	1	\$1,025	\$2,500
A-4	RO System				
	a. Goods	LS	1	\$1,040,925	\$1,551,665
	b. Installation Services	LS	1	\$4,102	\$20,000
	c. Special Services	LS	1	\$14,356	\$5,000
A-5	Clean-In-Place System				
	a. Goods	LS	1	\$158,593	\$220,000
	b. Installation Services	LS	1	\$2,051	\$5,000
	c. Special Services	LS	1	\$12,305	\$2,500
A-6	O&M Manual	LS	1	\$5,720	\$2,500
A-7	Startup Services	LS	1	\$6,153	\$45,000
A-8	Meetings	LS	1	\$30,266	\$25,000
TOTAL BASE BID ITEMS A-1 THROUGH A-8				\$1,785,497	\$2,251,665

 Corrected Value

PRESENT WORTH OF OPERATING COSTS

Bid Schedule B

		H2O INNOVATION	HARN R/O SYSTEMS, INC.
B-1	RO Feed Pumps Power Costs		
	a. Maximum RO feed operating pressure	158.35 psi	108 psi
	b. Based on RO feed rate =	4100 gpm	4100 gpm
	c. Pump efficiency	75.8%	75.9%
	d. Pump motor efficiency	95.4%	95.4%
	VFD efficiency	97.0%	97.0%
	Annual Power Cost: =	\$77,452.74	\$52,560.37
	Present Worth Energy: =	\$1,152,264.48	
	PW of Interstage Booster Pump Power Costs	\$179,838.00	
	Present Worth Energy: =	\$1,332,102.48	\$781,940.68
B-2	Antiscalant		
	Cost:	\$0.54/lb	\$0.85/lb
	Specific Gravity:	1.02	1.05 - 1.10
	Dosage:	3.10 mg/l	2.23 mg/l
	Annual Usage	27,857 lb/yr	19,995 lb/yr
	Annual Antiscalant Cost:	\$15,042.87	\$16,995.50
	Present Worth Antiscalant:	\$223,792.79	\$252,842.07

Corrected Value
 Added Value

B-3	CIP Cleaning Solutions		
	a. Cleaning Solution #1		
	Cost:	\$0.85	\$3.15
	Units:	lbs	lbs
	Quantity	499.6	385
	Cleaning Solution #1 Cost =	\$5,095.92	\$14,553.00
	b. Cleaning Solution #2		
	Cost:		\$2.70
	Units:		lbs
	Quantity:		385
	Cleaning Solution #2 Cost =		\$12,474.00
	c. Cleaning Solution #3		
	Cost:		
	Units:		
	Quantity:		
	Cleaning Solution #3 Cost =		
	c. Cleaning Solution #4		
	Cost:		
	Units:		
	Quantity:		
	Cleaning Solution #4 Cost =		
	Annual CIP Cleaning Solution =	\$5,095.92	\$27,027.00
Present Worth CIP Solution Cost =		\$75,812.00	\$402,080.68
B-4	Cartridge Filter Replacement		
	a. Guaranteed Cartridge Element Cost:	\$3.20	\$4.50
	b. Number Cartridges:	450	528
	c. Frequency of Cartridge Replacements:	4	2
	d. Annual Cartridge Filter Replacement Cost:	\$5,760.00	\$4,752.00
Present Worth Cartridge Cost =		\$85,691.52	\$70,695.50

Corrected Value

B-5	Membrane Element Replacement		
	a. Guaranteed Element Cost:	\$375.00	\$420.00
	b. Guaranteed Element Service Life:	5	7
	c. Number Membrane Elements	1152	1071
	d. Number of Replacements:	4	2.86
	e. Annualized Membrane Replacement Cost:	\$86,400.00	\$64,324.26
Present Worth Membrane Cost =		\$1,285,372.80	\$956,952.02

PRESENT WORTH SUMMARY TABLE

Bid Schedule C

		H2O INNOVATION	HARN R/O SYSTEMS, INC.
C-1	RO Feed Pumps Power Costs (from Schedule B-1)	\$1,332,102.48	\$781,940.68
C-2	Antiscalant (from Schedule B-2)	\$223,792.79	\$252,842.07
C-3	CIP Cleaning Solutions (from Schedule B-3)	\$75,812.00	\$402,080.68
C-4	Cartridge Filter Replacement (from schedule B-4)	\$85,691.52	\$70,695.50
C-5	Membrane Replacement (from Schedule B-5)	\$1,285,372.80	\$956,952.02
C-6	Capital Cost of Membrane System		
	(Sum of Schedule A-1 through A-8)	\$1,785,497.00	\$2,251,665.00
Total Present Worth Membrane Cost		\$4,788,268.59	\$4,716,175.95

 Corrected Value

Memorandum #16-164

To: Amy Nelson, City Manager
From: Kyle Goodmanson, Environmental Services Director
Subject: Bid Award for Water Fill Station
Date: June 23, 2016

Construction contract bids for the Water Fill Station were received on June 16, 2016. This project is a continuation of the design work completed on the Water Treatment Plant Project. During the design committee process, it was suggested moving the current water fill station to a new location. The purpose was improve the flow of pedestrian traffic on the north side of the plant and reduce truck traffic in the area. A new site was selected west of the Yankton Transit Building along 8th street. The new water fill station will replace the current aging fill station located on the north side of the 1972 Water Plant. Two bids were received.

The Bids received are listed below.

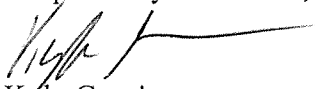
		Base Bid	Alternate 1 or 2	Alternate 3 Optional
1.	Gridor Construction	\$359,000.00	\$11,744.00	\$2,000.00
2.	Welfl Construction	\$244,457.22	\$5,486.68	\$ 540.00

Welfl Construction is located in Yankton, South Dakota and has completed several projects for the City of Yankton in recent years.

The low base bid of \$244,457.22 is less than the engineer's estimate of \$267,077.00. Bid alternate 1 and 2 requires the selection of different construction materials. City staff recommends selecting the bid alternate 1 as the low bid. City staff also recommends selecting bid alternate 3 as an optional alternate. Bid alternate 3 provides a concealed roof fastening system that provides a warranty that the exposed fastening does not.

City staff recommends the bid be awarded, subject to the concurrence of the South Dakota Department of Environment and Natural Resources to Welfl Construction in the amount of \$250,483.90.

Respectfully submitted,



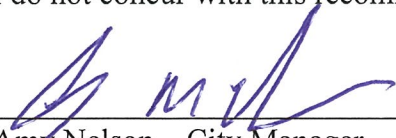
Kyle Goodmanson
Environmental Services Director

_____ Roll call

Recommendation: It is recommended that the City Commission approve Memorandum #16-164 awarding the bid for the Water Fill Station to Welfl Construction, in the total amount of \$250,483.90.

☒ I concur with this recommendation.

☐ I do not concur with this recommendation.



Amy Nelson – City Manager

____ Roll call

BANNER

Engineering | Architecture | Surveying

Banner Associates, Inc. | 14 West Main, Ste. A
Vermillion, South Dakota 57069
Toll Free | 1.855.323.6342
www.bannerassociates.com

June 17, 2016

Mayor Charlie Gross and City Commission
City of Yankton
416 Walnut Street
Yankton, SD 57078

Re: Contract Award
Yankton Water Fill Station
BAI. No. 22333.00.00

Dear Mayor Gross and City Commission:

The City of Yankton received bids for the Yankton Water Fill Station project on June 16, 2016. At that time, the bids were opened and read aloud. A total of two bids were received and read. The bids submitted were for the Base Bid with three alternates. The alternates included:

- Alternate No. 1 - Reinforced Concrete Pipe and Concrete Drop Inlets
- Alternate No. 2 - Dual Wall Corrugated Plastic Pipe and PVC Drop Inlets
- Alternate No. 3 - Add alternate to install standing seam metal roof with a hidden fastener system on the fill station building

A certified Bid Tabulation Sheet is attached hereto.

- Totals for the Base Bid ranged from \$244,457.22 to \$359,000.00. The engineer's estimate was \$267,077.00.
- Totals for Bid Alternate #1 ranged from \$5,486.68 to \$16,136.00. The engineer's estimate was \$7,640.00.
- Totals for Bid Alternate #2 ranged from \$6,050.48 to \$11,744. The engineer's estimate was \$7,112.00.
- Totals for Bid Alternate #3 ranged from \$540.00 to \$2,000. The engineer's estimate was \$6,000.

In all cases, the low bid was submitted by Welfl Construction Corporation. All bids received were accompanied with the appropriate bid bonds.

Banner and the City have experience working with Welfl Construction and based on that experience, Banner recommends award of the project to Welfl Construction. Regarding award of the bid alternates, we recommend accepting Bid Alternate No. 1 and Bid Alternate No. 3. The standing seam metal roof with concealed fastening system provides a warranty that the exposed fastener system does not provide. This will result in a total bid amount of \$250,483.90.

We look forward to our continued work on this project. If you have any questions or need anything further, please do not hesitate to contact me.

Sincerely,



Richard Uckert, PE
Project Manager

Encl.

Bid Tabulation

Location: Yankton, SD
 Bid Date: June 16, 2016
 Project: Yankton Water Fill Station
 ES-10-2016

Certified By:

Richard Uckert
 Richard Uckert, PE No. 9603

Date: 6-17-16

BANNER

Engineering | Architecture | Surveying

Banner Associates, Inc. | 14 West Main, Ste. A
 Vermillion, South Dakota 57069
 Toll Free | 1.855.323.6342
 www.bannerassociates.com

ITEM NO.	DESCRIPTION OF WORK AND MATERIALS	QUANTITY	UNIT	UNIT PRICE	TOTAL	Engineer's Estimate		Welf Construction Corp. 800 W 23rd St Yankton, SD 57078		Gridor Construction, Inc. 3990 27th Street SE Buffalo, MN 55313	
						UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	1	Lump Sum	\$ 10,000.00	\$ 10,000.00	\$5,898.00	\$5,898.00	\$20,000.00	\$20,000.00		
2	Removal of Concrete Pavement	231	SY	\$ 5.00	\$ 1,155.00	\$16.55	\$3,823.05	\$6.00	\$1,386.00		
3	Removal of Curb and Gutter	157	LF	\$ 7.00	\$ 1,099.00	\$8.29	\$1,301.53	\$8.00	\$1,256.00		
4	Unclassified Excavation	1	LS	\$ 7,800.00	\$ 7,800.00	\$8,406.00	\$8,406.00	\$4,900.00	\$4,900.00		
5	Topsoil	1	LS	\$ 500.00	\$ 500.00	\$6,619.00	\$6,619.00	\$4,500.00	\$4,500.00		
6	Water for Granular Material	2	Mgal	\$ 50.00	\$ 100.00	\$33.00	\$66.00	\$3,000.00	\$6,000.00		
7	7" Portland Cement Concrete Pavement	862	SY	\$ 50.00	\$ 43,100.00	\$59.58	\$51,357.96	\$80.00	\$68,960.00		
8	Insert Dowel Bars into Existing Pavement	92	Each	\$ 12.00	\$ 1,104.00	\$11.05	\$1,016.60	\$16.00	\$1,472.00		
9	7" Concrete Fillet Section	528	SF	\$ 12.00	\$ 6,336.00	\$11.04	\$5,829.12	\$15.00	\$7,920.00		
10	6" Concrete Valley Gutter	312	SF	\$ 11.00	\$ 3,432.00	\$9.93	\$3,098.16	\$12.00	\$3,744.00		
11	4" Concrete Sidewalk	1,059	SF	\$ 6.00	\$ 6,354.00	\$6.62	\$7,010.58	\$7.00	\$7,413.00		
12	Concrete Curb and Gutter	605	LF	\$ 18.00	\$ 10,890.00	\$22.07	\$13,352.35	\$30.00	\$18,150.00		
13	Saw Existing Concrete	148	LF	\$ 8.00	\$ 1,184.00	\$11.04	\$1,633.92	\$10.00	\$1,480.00		
14	Aggregate Base Course	377	SY	\$ 8.00	\$ 3,016.00	\$3.70	\$1,394.90	\$8.00	\$3,016.00		
15	Traffic Control	118	SqFt	\$ 1.00	\$ 118.00	\$7.22	\$851.96	\$5.00	\$590.00		
16	Type 3 Barricade, 8' Single Sided	6	Each	\$ 250.00	\$ 1,500.00	\$171.84	\$1,031.04	\$120.00	\$720.00		
17	Type 3 Barricade, 6' Double Sided	2	Each	\$ 400.00	\$ 800.00	\$276.00	\$552.00	\$120.00	\$240.00		
18	Traffic Control, Miscellaneous	1	Lump Sum	\$ 2,500.00	\$ 2,500.00	\$3,114.00	\$3,114.00	\$2,400.00	\$2,400.00		
19	Seeding, Mulching, and Fertilizer	1	Lump Sum	\$ 2,000.00	\$ 2,000.00	\$3,034.00	\$3,034.00	\$6,000.00	\$6,000.00		
20	4" PVC Water Main C-900	92	LF	\$ 40.00	\$ 3,680.00	\$24.28	\$2,233.76	\$35.00	\$3,220.00		
21	4" Gate Valve & Box	1	Each	\$ 1,600.00	\$ 1,600.00	\$1,042.00	\$1,042.00	\$1,700.00	\$1,700.00		
22	10" x 4" M.J.D.I. Tee	1	Each	\$ 750.00	\$ 750.00	\$496.00	\$496.00	\$800.00	\$800.00		
23	10" M.J.D.I Long Body Sleeve	1	Each	\$ 400.00	\$ 400.00	\$331.00	\$331.00	\$600.00	\$600.00		
24	4" M.J.D.I Long Body Sleeve	1	Each	\$ 250.00	\$ 250.00	\$204.00	\$204.00	\$400.00	\$400.00		
25	10" Retainer Gland	4	Each	\$ 75.00	\$ 300.00	\$132.50	\$530.00	\$305.00	\$1,220.00		
26	4" Retainer Gland	4	Each	\$ 40.00	\$ 160.00	\$44.25	\$177.00	\$208.00	\$832.00		
27	Cut and Tie to Existing Watermain	1	Each	\$ 500.00	\$ 500.00	\$717.00	\$717.00	\$2,200.00	\$2,200.00		
28	Granular Material for Watermain	92	LF	\$ 2.00	\$ 184.00	\$4.42	\$406.64	\$12.00	\$1,104.00		
29	Trench Stabilization	40	CY	\$ 18.00	\$ 720.00	\$44.13	\$1,765.20	\$85.00	\$3,400.00		
30	8" Dia. PVC Sanitary Sewer Pipe	69	LF	\$ 40.00	\$ 2,760.00	\$30.89	\$2,131.41	\$36.00	\$2,484.00		
31	4" Dia. PVC Sanitary Sewer Pipe	6	LF	\$ 30.00	\$ 180.00	\$28.67	\$172.02	\$35.00	\$210.00		
32	Sewer Pipe Bedding Material	75	LF	\$ 3.00	\$ 225.00	\$6.62	\$496.50	\$11.00	\$825.00		
33	8" x 8" SDR 26 Sanitary Sewer Wye Riser Service	1	Each	\$ 500.00	\$ 500.00	\$1,324.00	\$1,324.00	\$1,200.00	\$1,200.00		
34	8" x 4" PVC Sanitary Sewer Wye	1	Each	\$ 250.00	\$ 250.00	\$88.00	\$88.00	\$250.00	\$250.00		
35	8" Dia. SDR 26 45 Degree Bends	2	Each	\$ 200.00	\$ 400.00	\$94.00	\$188.00	\$250.00	\$500.00		
36	48" Dia. Storm Water Manhole	1	Each	\$ 4,000.00	\$ 4,000.00	\$2,758.00	\$2,758.00	\$3,600.00	\$3,600.00		
37	Replace and Adjust Drop Inlet Casting	1	Each	\$ 750.00	\$ 750.00	\$662.00	\$662.00	\$1,000.00	\$1,000.00		
38	Silt Fencing	396	LF	\$ 5.00	\$ 1,980.00	\$3.87	\$1,532.52	\$4.00	\$1,584.00		
39	Temporary Vehicle Tracking Control	1	Each	\$ 1,000.00	\$ 1,000.00	\$276.00	\$276.00	\$2,200.00	\$2,200.00		
40	Inlet Sediment Control Device	4	Each	\$ 125.00	\$ 500.00	\$138.00	\$552.00	\$405.00	\$1,620.00		
41	Geotextile Fabric	300	SY	\$ 4.00	\$ 1,200.00	\$3.31	\$993.00	\$3.50	\$1,050.00		
42	6" Diameter Steel Bollard	2	Each	\$ 200.00	\$ 400.00	\$216.00	\$432.00	\$650.00	\$1,300.00		
43	Furnish and Install Bulk Water Dispensing Equipment & Appurtenances	1	Lump Sum	\$ 15,000.00	\$ 15,000.00	\$1,103.00	\$1,103.00	\$10,500.00	\$10,500.00		
44	Salvage and Install Fill Line Support Structure	1	Lump Sum	\$ 3,500.00	\$ 3,500.00	\$721.00	\$721.00	\$1,500.00	\$1,500.00		
45	Fill Station Building	1	Lump Sum	\$ 78,000.00	\$ 78,000.00	\$70,580.00	\$70,580.00	\$114,000.00	\$114,000.00		
46	Fill Station Mechanical Work	1	Lump Sum	\$ 28,900.00	\$ 28,900.00	\$14,518.00	\$14,518.00	\$17,554.00	\$17,554.00		
47	Fill Station/Site Electrical Work	1	Lump Sum	\$ 16,000.00	\$ 16,000.00	\$18,637.00	\$18,637.00	\$22,000.00	\$22,000.00		
	BASE BID TOTAL				\$ 267,077.00		\$244,457.22		\$359,000.00		

Bid Tabulation

Location: Yankton, SD
 Bid Date: June 16, 2016
 Project: Yankton Water Fill Station
 ES-10-2016

Certified By:

Richard Uckert

Richard Uckert, PE No. 9603

Date:

6-17-16

BANNER

Engineering | Architecture | Surveying

Banner Associates, Inc. | 14 West Main, Ste. A
 Vermillion, South Dakota 57069
 Toll Free | 1.855.323.6342
 www.bannerassociates.com

Engineer's Estimate						Welf Construction Corp. 800 W 23rd St Yankton, SD 57078		Gridor Construction, Inc. 3990 27th Street SE Buffalo, MN 55313	
ITEM NO.	DESCRIPTION OF WORK AND MATERIALS	QUANTITY	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Bid Alternate No. 1 - Reinforced Concrete Stormwater Inlets and Pipe									
1	Type B Reinforced Concrete Stormwater Drop Inlet	2	Each	\$ 2,500.00	\$ 5,000.00	\$1,809.50	\$3,619.00	\$5,500.00	\$11,000.00
2	18" Dia. Reinforced Concrete Stormwater Pipe	48	LF	\$ 50.00	\$ 2,400.00	\$34.59	\$1,660.32	\$82.00	\$3,936.00
3	Storm Sewer Pipe Bedding Material	48	LF	\$ 5.00	\$ 240.00	\$4.32	\$207.36	\$25.00	\$1,200.00
BID ALTERNATE NO. 1 TOTAL				\$ 7,640.00		\$5,486.68		\$16,136.00	
Bid Alternate No. 2 - Dual Wall Corrugated Stormwater Pipe/PVC Drop Inlets									
1	Type B PVC Stormwater Drop Inlet	2	Each	\$ 2,500.00	\$ 5,000.00	\$2,215.00	\$4,430.00	\$4,000.00	\$8,000.00
2	18" Dia. Dual Wall Corrugated Stormwater Pipe	48	LF	\$ 35.00	\$ 1,680.00	\$29.17	\$1,400.16	\$53.00	\$2,544.00
3	Storm Sewer Pipe Bedding Material	48	LF	\$ 9.00	\$ 432.00	\$4.59	\$220.32	\$25.00	\$1,200.00
BID ALTERNATE NO. 2 TOTAL				\$ 7,112.00		\$6,050.48		\$11,744.00	
Bid Alternate No. 3 Add Alternate - Standing Seam Metal Roof									
1	Replace Exposed Fastener Metal Roof with Standing Seam Concealed Fastening System	1	Each	\$ 6,000.00	\$ 6,000.00	\$540.00	\$540.00	\$2,000.00	\$2,000.00
BID ALTERNATE NO. 3 TOTAL				\$ 6,000.00		\$540.00		\$2,000.00	
TOTAL (BASE BID + BID ALTERNATE NO. 1)					\$ 274,717.00	\$ 249,943.90		\$ 375,136.00	
TOTAL (BASE BID + BID ALTERNATE NO. 2)					\$ 274,189.00	\$ 250,507.70		\$ 370,744.00	
TOTAL (BASE BID + BID ALTERNATE NO. 1 + BID ALTERNATE NO. 3)					\$ 280,717.00	\$ 250,483.90		\$ 377,136.00	
TOTAL (BASE BID + BID ALTERNATE NO. 2 + BID ALTERNATE NO. 3)					\$ 280,189.00	\$ 251,047.70		\$ 372,744.00	
Extension error in original bid - corrected value shown									

Memorandum #16-165

To: Amy Nelson, City Manager
 From: Kyle Goodman, Director of Environmental Services
 Subject: Bartlett and West Agreement for Lift Station Construction Management Services
 Date: June 23, 2016

Attached is an outline of a scope of work and the associated costs for Lift Station Construction Management Services. This project is funded with a United States Economic Development Administration (EDA) Grant. The Lift Station portion is the first phase of wastewater improvements in the area. Future improvements will include a new gravity sewer line to replace the Chesterman Lift Station and a new force main to increase overall capacity of the collection system.

Lift Station Construction services include:

- General Administration of Construction Contract
- Resident Project Representative (RPR)
- Selection of Independent Testing Laboratory
- Pre-Construction Conference
- Schedules
- Baselines and Benchmarks
- Visits to Site and Observation of Construction
- Defective Work
- Clarifications and Interpretations
- Field Orders, Change Proposals, Change Orders and Work Change Directives
- Shop Drawings, Samples, and Other Submittals
- Substitutes and "Or-equal"
- Inspections and Tests
- Disagreements between Owner and Contractor
- Applications for Payment
- Contractor's Completion Documents
- Substantial Completion
- Final Notice of Acceptability of the Work
- Defective Work
- Correction Period

Lift Station Contract	\$2,396,000.00
Bartlett and West Contract	\$162,620.00
% of Construction:	6.8%

It is recommended that the Director of Environmental Services be authorized to enter into an Agreement with Bartlett and West for a not-to-exceed amount of \$162,620.00 as outlined by the attachment. Staff will be coordinating with Bartlett and West during the execution of the work.


Respectfully Submitted,

Kyle Goodmanson
Director of Environmental Services

Attachments

☒ I concur with the recommendation.

☐ I do not concur with the recommendation.

A handwritten signature in black ink, appearing to read 'Amy Nelson', is written over a horizontal line.

Amy Nelson
City Manager

☐ Roll call

This is Task Order
No. 7, consisting of
14 pages.

Task Order #7

In accordance with Paragraph 1.01 of the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated June 1, 2012 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: City of Yankton Pump Station Project

B. Description: Construction Administration/Construction Observation Services for City of Yankton Pump Station Project – Contract 2016-1

C. Number of Construction Contracts

The Specific Project is anticipated to be constructed under One (1) Construction Contract.

2. Services of Engineer

Study and Report Services

☐ Design Services

☐ Designing to a Construction Cost Limit

Under this Task Order Engineer will design to a Construction Cost Limit, subject to the terms of Paragraph 5.02 of the Agreement and of Exhibit F to the Agreement.

☐ Bidding or Negotiating Services

☒ Construction and Commissioning Services

Services as enumerated in Part 4 – Construction Services of Exhibit A of Engineer's Services of Master Agreement – See Attachment #1 to this Task Order (Below)

☒ Resident Project Representative Services

Engineer will provide Resident Project Representative services pursuant to Part 4 of Exhibit A Attachment #1; and Exhibit D excerpted from the Engineer's Services of Master Agreement and attached to this Task Order as Attachment #2.

- ☐ Other Services
- ☐ Additional Services Requiring an Amendment to Task Order

Part 6 of Exhibit A is incorporated by reference unless otherwise noted.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B (see Attachment
Construction Administration February 28, 2017

Construction Observation February 28, 2017

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
Basic Services (Study and Report, Construction Administration Services Negotiating, Construction and Commissioning, Other Services)	Choose <u>One</u> : A. Lump Sum B. Standard Hourly Rates C. Direct Labor Costs Times a Factor (Factor: <u> </u>) D. [Insert any other compensation method]	\$162,620 (Attachment #3)
Resident Project Representative	Choose <u>One</u> : A. Lump Sum B. Standard Hourly Rates C. Direct Labor Costs Times a Factor (Factor: <u>1.1</u>) D. [Insert any other compensation method]	Estimated Cost to Feb 28, 2017 - \$77,000
Additional Services Requiring an Amendment to Task Order	Choose <u>One</u> : A. [Omitted] B. Standard Hourly Rates C. Direct Labor Costs Times a Factor (Factor: <u> </u>) D. [Insert any other compensation method]	

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C (see Attachment #1).

6. Consultants: **None**
7. Other Modifications to Agreement: **None**
8. Attachments: **Attachment #1 to Task Order Form – Engineer's Services of Master Agreement.**
9. Documents Incorporated By Reference: **None**
10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is June 15, 2016.

OWNER: City of
Yankton, SD

ENGINEER: Bartlett & West,
Inc.

By: _____

By: _____

Name: Kyle Goodmanson

Name: _____

Title: Director of Environmental Services

Title: _____

Engineer License or Firm's C-2449
Certificate No.

State of: South Dakota

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Kyle Goodmanson

Name: Neil Dobler

Title: Director of Environmental
Services

Title: Vice President

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

Address: 1200 SW Executive Drive
Topeka, KS 66615

E-Mail Kgoodmanson@cityofyankton.org
Address: _____

Phone: (605) 668-5270

E-Mail neil.dobler@bartwest.com
Address: _____

Phone: (785) 228-3117

Attachment #1 to Task Order Form – Description of Services – Excerpted from Master Agreement

PART 4: CONSTRUCTION AND COMMISSIONING

A1.01 Construction Phase

A. Engineer shall provide the following services:

1. *General Administration of Construction Contract:* Consult with Owner and act as Owner's representative as provided in the General Conditions. The extent and limitations of the duties, responsibilities and authority of Engineer as assigned in said General Conditions shall not be modified, except as Engineer may otherwise agree in writing. All of Owner's instructions to Contractor will be issued through Engineer, who shall have authority to act on behalf of Owner in dealings with Contractor to the extent provided in this Agreement and said General Conditions except as otherwise provided in writing.
2. *Resident Project Representative (RPR):* Provide the services of an RPR at the Site of the Specific Project to assist the Engineer and to provide more extensive observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in the Task Order and in Exhibit D, "Duties, Responsibilities and Limitations of Authority of Resident Project Representative." The furnishing of such RPR's services will not limit, extend, or modify Engineer's responsibilities or authority except as expressly set forth in Exhibit D.
3. *Selecting Independent Testing Laboratory:* Assist Owner in the selection of an independent testing laboratory to perform the services identified in Paragraph B2.01.0.
4. *Pre-Construction Conference:* Participate in a pre-construction conference prior to commencement of Work at the Site.
5. *Schedules:* Receive, review, and determine the acceptability of any and all schedules that Contractor is required to submit to Engineer, including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
6. *Baselines and Benchmarks:* As appropriate, establish baselines and benchmarks for locating the Work which in Engineer's judgment are necessary to enable Contractor to proceed.
7. *Visits to Site and Observation of Construction:* In connection with observations of Work in progress :
 - a. Make visits to the Site at intervals appropriate to the various stages of construction, as Engineer deems necessary, in order to observe as an experienced and qualified design professional the progress of Contractor's executed Work. Such visits and observations by Engineer, and the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of the Work in progress or to involve detailed inspections of the Work in progress beyond the responsibilities specifically assigned to Engineer in the Task Order and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any. Based on information obtained during such visits and observations, Engineer will determine in general if the Work is proceeding in accordance with the

Contract Documents, and Engineer shall keep Owner informed of the progress of the Work.

- b. The purpose of Engineer's visits to, and representation by the Resident Project Representative, if any, at the Site of the Specific Project, will be to enable Engineer to better carry out the duties and responsibilities assigned to and undertaken by Engineer during the Construction Phase, and, in addition, by the exercise of Engineer's efforts as an experienced and qualified design professional, to provide for Owner a greater degree of confidence that the completed Work will conform in general to the Contract Documents and that Contractor has implemented and maintained the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Engineer shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over the Work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Contractor, for security or safety at the Site, for safety precautions and programs incident to Contractor's Work, or for any failure of Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish or perform the Work in accordance with the Contract Documents.
8. *Defective Work:* Reject Work if, on the basis of Engineer's observations, Engineer believes that such Work (a) is defective under the standards set forth in the Contract Documents, (b) will not produce a completed Project that conforms to the Contract Documents or (c) will imperil the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
9. *Clarifications and Interpretations; Field Orders:* Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Subject to any limitations in the Contract Documents, Engineer may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.
10. *Change Orders and Work Change Directives:* Recommend change orders and work change directives to Owner, as appropriate, and prepare change orders and work change directives as required.
11. *Shop Drawings and Samples:* Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Engineer shall meet any Contractor's submittal schedule that Engineer has accepted. **Review Shop Drawings and other Submittals within thirty (30) days of receipt from the Contractor.**

12. *Substitutes and "or-equal"*: Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by Contractor, but subject to any provisions below regarding additional compensation for evaluation of such substitute or "or equal" submittals.
13. *Inspections and Tests*: Require such special inspections or tests of the Work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. Engineer's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. Engineer shall be entitled to rely on the results of such tests.
14. *Disagreements between Owner and Contractor*: Render formal written decisions on all duly submitted issues relating to the acceptability of the Work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance or progress of the Work; review each duly submitted Claim by Owner or Contractor, and in writing either deny such Claim in whole or in part, approve such Claim, or decline to resolve such Claim if Engineer in its discretion concludes that to do so would be inappropriate. In rendering such decisions, Engineer shall be fair and not show partiality to Owner or Contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.
15. *Applications for Payment*: Based on Engineer's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
 - a. Determine the amounts that Engineer recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute Engineer's representation to Owner, based on such observations and review, that, to the best of Engineer's knowledge, information and belief, the Work has progressed to the point indicated, the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation), and the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work. In the case of unit price work, Engineer's recommendations of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Contract Documents). The responsibilities of Engineer contained in Paragraph A1.05.A.15.a are expressly subject to the limitations set forth in Paragraph A1.05.A.15.b and other express or general limitations in this Agreement and elsewhere.
 - b. By recommending any payment, Engineer shall not thereby be deemed to have represented that observations made by Engineer to check the quality or quantity of the Work as it is performed and furnished have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents. Neither Engineer's review of the Work for the purposes of recommending payments nor Engineer's recommendation of any payment including final payment will impose on Engineer

responsibility to supervise, direct, or control the Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work. It will also not impose responsibility on Engineer to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, or to determine that title to any portion of the Work in progress, materials, or equipment has passed to Owner free and clear of any liens, claims, security interests, or encumbrances, or that there may not be other matters at issue between Owner and Contractor that might affect the amount that should be paid.

16. *Contractor's Completion Documents:* Receive, review and transmit to Owner maintenance and operating instructions, schedules guarantees, bonds, certificates, or other evidence of insurance not previously submitted and required by the Contract Documents, certificates of inspection, tests and approvals, Shop Drawings, Samples and other data approved as provided above, and transmit the annotated record documents which are to be assembled by Contractor in accordance with the Contract Documents to obtain final payment. The extent of such review by Engineer will be limited as provided above.
 17. *Substantial Completion:* Promptly after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with Owner and Contractor, visit the Site to determine if the Work is Substantially Complete. If after considering any objections of Owner, Engineer considers the Work Substantially Complete, Engineer shall deliver a certificate of Substantial Completion to Owner and Contractor.
 18. *Final Notice of Acceptability of the Work:* Conduct a final payment inspection to determine if the completed Specific Project of Contractor is acceptable so that Engineer may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, Engineer shall also provide a notice in the form attached hereto as Exhibit E ("Notice of Acceptability of Work") that the Work is acceptable (subject to the provisions of Paragraph A1.05.A.15.b) to the best of Engineer's knowledge, information, and belief and based on the extent of the services provided by Engineer under this Agreement.
 19. *Defective Work:* Together with Owner, visit the Site to observe any apparent defects in the Work, assist Owner in consultations and discussions with Contractor concerning correction of any such defects, and make recommendations as to replacement or correction of Defective Work, if any.
 20. *Correction Period:* Together with Owner or Owner's representative, visit the Site within one month before the end of the Correction Period to ascertain whether any portion of the Work is subject to correction.
- B. *Duration of Construction Phase:* The Construction Phase will commence with the execution of the first Construction Agreement for a Specific Project or any part thereof and will terminate upon written recommendation by Engineer for final payment to Contractors. If a Specific Project involves more than one prime contract as indicated in the Task Order, Construction Phase services may be rendered at different times in respect to the separate contracts.

End of Attachment #1

This is **EXHIBIT D**, consisting of 5 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated _____.

Schedule of Duties, Responsibilities, and Limitations of Authority of Resident Project Representative

The following duties, responsibilities, and limitations of authority may be incorporated in the Task Order for a Specific Project:

D1.01 *Resident Project Representative*

- A. Engineer shall furnish a Resident Project Representative ("RPR") to assist Engineer in observing progress and quality of the Work. The RPR may provide full time representation or may provide representation to a lesser degree.
- B. Through RPR's observations of Contractor's work in progress and field checks of materials and equipment, Engineer shall endeavor to provide further protection for Owner against defects and deficiencies in the Work. However, Engineer shall not, during such RPR field checks or as a result of such RPR observations of Contractor's work in progress, by the RPR, supervise, direct, or have control over Contractor's work, nor shall Engineer (including the RPR) have authority over or responsibility for the means, methods, techniques, sequences, or procedures selected or used by any contractor, for security or safety at the Site, for safety precautions and programs incident to any contractor's work in progress, or for any failure of a contractor to comply with Laws and Regulations applicable to such contractor's performing and furnishing of its work. The Engineer (including RPR) neither guarantees the performances of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the Work in accordance with the Contract Documents. In addition, the specific limitations set forth in Paragraph A1.05 of Exhibit A as incorporated in the Task Order are applicable.
- C. The duties and responsibilities of the RPR are limited to those of Engineer in the Agreement with the Owner and in the Contract Documents, and are further limited and described as follows:
 1. *General:* RPR is Engineer's representative at the Site, will act as directed by and under the supervision of Engineer, and will confer with Engineer regarding RPR's actions.
 - RPR's dealings in matters pertaining to a Contractor's work in progress shall in general be with Engineer and Contractor.
 - RPR's dealings with Subcontractors shall only be through or with the full knowledge and approval of Contractor.
 - RPR shall generally communicate with Owner only with the knowledge of and under the direction of Engineer.
 2. *Schedules:* Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by a Contractor and consult with Engineer concerning acceptability.

ATTACHMENT #2

3. *Conferences and Meetings:* Attend meetings with Contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
4. *Liaison:*
 - a. Serve as Engineer's liaison with Contractor. Working principally through Contractor's authorized representative or designee, and assist in providing information regarding the intent of the Contract Documents.
 - b. Assist Engineer in serving as Owner's liaison with Contractor when Contractor's operations affect Owner's on-Site operations.
 - c. Assist in obtaining from Owner additional details or information, when required for proper execution of the Work.
5. *Interpretation of Contract Documents:* Report to Engineer when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by Engineer.
6. *Shop Drawings and Samples:*
 - a. Record date of receipt of Samples and approved Shop Drawings.
 - b. Receive Samples which are furnished at the Specific Project Site by Contractor, and notify Engineer of availability of Samples for examination.
 - c. Advise Engineer and Contractor of the commencement of any portion of the Work requiring a Shop Drawing or Sample submittal for which RPR believes that the submittal has not been approved by Engineer.
7. *Modifications:* Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report such suggestions, together with RPR's recommendations, to Engineer. Transmit to Contractor in writing decisions as issued by Engineer.
8. *Review of Work and Rejection of Defective Work:*
 - a. Conduct on-Site observations of Contractor's work in progress to assist Engineer in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - b. Report to Engineer whenever RPR believes that any part of Contractor's work in progress will not produce a completed project that conforms generally to the Contract Documents or will imperil the integrity of the design concept of the completed Specific Project as a functioning whole as indicated in the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Engineer of that part of work in progress that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

9. *Inspections, Tests, and System Start-ups:*

- a. Consult with Engineer in advance of scheduled inspections, tests, and systems start-ups.
- b. Verify that tests, equipment, and systems start-ups and operating and maintenance training are conducted in the presence of appropriate Owner's personnel, and that Contractor maintains adequate records thereof.
- c. Observe, record, and report to Engineer appropriate details relative to the test procedures and systems start-ups.
- d. Accompany visiting inspectors representing public or other agencies having jurisdiction over a Specific Project, record the results of these inspections, and report to Engineer.

10. *Records:*

- a. Maintain at the Site orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all change orders, field orders, work change directives, addenda, additional Drawings issued subsequent to the execution of the Construction Contract, Engineer's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals received from and delivered to Contractor, and other Specific Project-related documents.
- b. Prepare a daily report or keep a diary or log book, recording Contractor's hours on the Site, weather conditions, data relative to questions of change orders, field orders, work change directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- c. Record names, addresses, fax numbers, e-mail addresses, web site locations and telephone numbers of all Contractors, Subcontractors, and major Suppliers of materials and equipment.
- d. Maintain records for use in preparing project documentation.
- e. Upon completion of the Work, furnish original set of all RPR Specific Project documentation to Engineer.

11. *Reports:*

- a. Furnish to Engineer periodic reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b. Draft and recommend to Engineer proposed change orders, work change directives, and Field Orders. Obtain backup material from Contractor.
- c. Furnish to Engineer and Owner copies of all inspection, test, and system startup reports.

ATTACHMENT #2

- d. Immediately notify Engineer of the occurrence of any Site accidents, emergencies, acts of God endangering the Work, damage to property by fire or other causes, or the discovery of any Constituent of Concern..

12. *Payment Requests:*

- a. Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site but not incorporated in the Work.

13. *Certificates, Operation and Maintenance Manuals:*

- a. During the course of the Work, verify that materials and equipment certificates, operation and maintenance manuals and other data required by the Specifications to be assembled and furnished by a Contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to Engineer for review and forwarding to Owner prior to payment for that part of the Work.

14. *Completion:*

- a. Participate in visits to the Project to assist in determining Substantial Completion, assist in the determination of Substantial Completion and the preparation of lists of items to be completed or corrected.
- b. Participate in a final visit to the Project in the company of Engineer, Owner, and Contractor and prepare a final list of items to be completed and deficiencies to be remedied.
- c. Observe whether all items on the final list have been completed or corrected and make recommendations to Engineer concerning acceptance and issuance of the Notice of Acceptability of the Work. (See Exhibit E).

D. Resident Project Representative shall not:

1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).
2. Exceed limitations of Engineer's authority as set forth in this Agreement.
3. Undertake any of the responsibilities of a Contractor, subcontractors, suppliers, or a Contractor's superintendent.
4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Contractor's work.
5. Advise on, issue directions regarding, or assume control over security safety practices, precautions and programs in connection with the activities or operations of Owner or Contractor.

ATTACHMENT #2

6. Participate in specialized field or laboratory tests or inspections conducted off-site by others except as specifically authorized by Engineer.
7. Accept Shop Drawing or Sample submittals from anyone other than Contractor.
8. Authorize Owner to occupy a Specific Project in whole or in part.

City of Yankton Pump Station Project
Construction Administration/Construction Observation Services
for
City of Yankton Pump Station Project - Contract 2016-1
Estimated Project Fee

Item	Tasks	Estimated Labor Level of Effort						Total Hours	Total Labor Cost	Subconsultants	Other Direct Costs	Total Cost
		EVIII	EV	EVI	EVI	EIII	E1					
		\$194.00	\$132.00	\$142.00	\$142.00	\$112.00	\$92.00					
1	Construction Observation	0	0	0	0	0	0	0	\$0	\$77,000	\$0	\$77,000
2	Construction Administration	0	72	20	20	20	604	736	\$72,992		\$5,768	\$78,760
3	Contract Administration	0	12	0	0	0	40	52	\$5,264		\$0	\$5,264
4	Submittals	0	20	60	60	60	80	280	\$33,760		\$420	\$34,180
5	Construction Meetings	0	168	0	0	0	56	224	\$27,328		\$0	\$27,328
6	Project Closeout	0	12	0	0	0	20	32	\$3,424		\$0	\$3,424
7	Project Management	16	80	0	0	0	0	96	\$13,664		\$0	\$13,664
8	Spare Task	0	0	0	0	0	0	0	\$0		\$0	\$0
	TOTAL	16	364	80	80	80	800	1,420	\$156,432	\$77,000	\$6,188	\$239,620