



**2023\_06\_26**

**CITY COMMISSION  
MEETING**



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

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## **YANKTON BOARD OF CITY COMMISSIONERS**

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

**Monday, June 26, 2023**

**City of Yankton Community Meeting Room**

Located at the Career Manufacturing Technical Education Academy formerly known as Technical Education Center • **1200 W. 21<sup>st</sup> Street • Room 114**

**If you would like to watch the City Commission meeting you can do so by accessing the City of Yankton’s YouTube Live Channel.**

<https://www.youtube.com/channel/UCD1a1hf1dIkiLVSXnmDRQg/live>

Rebroadcast Schedule: Tuesday following meeting at 1:00 p.m. and Monday following meeting at 7:03 p.m. on Midco Channel 3 and Bluepeak Channel 98.

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### **I. ROUTINE BUSINESS**

**1. Roll Call**

**2. Approve Minutes of Work Session meeting of June 12, 2023 and Regular Meeting of June 12, 2023**

**Attachment I-2**

**3. City Manager’s Report**

**Attachment I-3**

**4. Public Appearances**

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

### **II. CONSENT ITEMS**

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

**1. Special Events Dance for Elks Lodge 994, Outdoor Event**

Consideration of Memorandum #23-113 regarding the request for a special events outdoor dance on July 8, 2023 at the Elks Lodge 994 at 504 W. 27<sup>th</sup> Street, Yankton, South Dakota.

**Attachment II-1**

**2. Establish Public Hearing for Sale of Alcoholic Beverages**

Establish July 10, 2023 as the date for the public hearing on the transfer of ownership and location of a Retail (on-off sale) Malt Beverage & SD Farm Wine License for June 30, 2023 to July 1, 2024 from Morgen LLC d/b/a South Point Gaming Lounge (Kirby Muilenburg, President), 1101 Broadway, Suite 109 to Morgen, LLC d/b/a South Point Gaming Lounge 5 (Kirby Muilenburg, President), 1101 Broadway Suite 107B, Yankton, South Dakota.

**Attachment II-2**

**3. Establish Public Hearing for Sale of Alcoholic Beverages**

Establish July 10, 2023 as the date for the public hearing on the transfer of ownership and location of a Retail (on-off sale) Liquor License for January 1, 2023 to December 31, 2023 from JoDean Corp. d/b/a/ JoDeans (John Nielson, Owner), 2809 Broadway, Yankton, SD to Morgen, LLC d/b/a South Point Gaming Lounge 5 (Kirby Muilenburg, President), 1101 Broadway, Suite 109, Yankton, South Dakota.

**Attachment II-3**

**4. Establish Public Hearing for Sale of Alcoholic Beverages**

Establish July 10, 2023 as the date for the public hearing for a Special Events Malt Beverage (on-sale) Retailers license and a Special (on-sale) Wine Retailers License for 1 day, August 12, 2023 from The Center (Kriss Thury, Executive Director), 900 Whiting Drive, Yankton, South Dakota.

**Attachment II-4**

**III. OLD BUSINESS**

*Old business includes items that have previously appeared on the City Commission's agenda and require further consideration or action by the board.*

**1. Public Hearing for Sale of Alcoholic Beverages**

Consideration of Memorandum #23-109 regarding the request for a Special Events (on-sale) Liquor License for 1 day, August 13th, 2023, from VFW, Inc., 209 Cedar Street, Yankton, SD at The Meridian Venue, 101 E. 3<sup>rd</sup> Street, Yankton, SD.

**Attachment III-1**

**2. Public Hearing for Sale of Alcoholic Beverages**

Consideration of Memorandum #23-110 regarding the request for a Special Events Retail (on-sale) Liquor License for 7 days (July 6, 13, 20, 27, August 3, 10, and 17, 2023) from Ben's Brewing Co. (Ben Hanten, Owner), 222 West 3<sup>rd</sup> Street, Music at the Meridian, Parking Lot and Green Space Westside of Meridian Bridge and the enclosed area of Levee Street, Yankton, South Dakota.

**Attachment III-2**

**3. Public Hearing for Sale of Alcoholic Beverages**

Consideration of Memorandum #23-111 regarding the request for a Special Events Retail (on-sale) Liquor License for 1 day, July 8, 2023, from BPO Elks Lodge 994 d/b/a Elks Lodge 994 (Joe Sparks, President), 504 W. 27<sup>th</sup> Street, NFAA, 800 Archery Lane, Yankton, S.D.

**Attachment III-3**

**4. Public Hearing for Sale of Alcoholic Beverages**

Consideration of Memorandum #23-112 regarding the request for a Special Events (on-sale) Liquor License for Saturday, September 2, 2023 from Stripes, Inc. (Jeff Dayhuff, Owner), dba Mojo's 3<sup>rd</sup> Street Pizza, Meridian Venue, 101 E. 3<sup>rd</sup> Street, Yankton, South Dakota.

**Attachment III-4**

5. **Second Reading of Proposed Parking Ordinance Amendment**

Second Reading and Public Hearing, consideration of Ordinance #1073, an amendment to the provisions of the parking ordinance after snow emergencies on non-snow emergency route streets and in municipal parking lots and creating an exception for time limits in posted municipal lots.

**Attachment III-5**

6. **SAC Taskforce**

As requested at the City Commission meeting on June 12, 2023, consideration of extending the SAC Taskforce.

**Attachment III-6**

*Adoption of an ordinance is typically a two-meeting process. At the first meeting, an ordinance is introduced, and the first reading is held. During the second meeting, the ordinance is discussed by the commission and the public and then considered for adoption.*

IV. **NEW BUSINESS**

*New business items are those that have not been discussed by the Commission previously.*

1. **Dakota Territorial Museum BBB Funding Request**

Consideration of Memorandum #23-105 requesting approval for an expenditure of up to \$10,000 from the BBB to assist in moving the Yankton Territorial Museum historic displays to the Mead Building, and cleaning up and reseeding the remainder of the Westside Park property.

**Attachment IV-1**

2. **Special Events Application Event Fees Resolution**

Consideration of Memorandum #23-107 and Resolution #23-24 recommending the proposed special events handbook, application, forms and fees in Resolution #23-24 for events being held in 2024 and beyond.

**Attachment IV-2**

3. **Use Restriction**

Consideration of Memorandum #23-115 regarding a use restriction on City-owned land to create a clear area for a school district propane tank installation on adjoining property.

**Attachment IV-3**

4. **Fireworks Public Display**

Consideration of Memorandum #23-108 regarding the request by the City of Yankton Parks and Recreation Department for a fireworks public display on July 4, 2023.

**Attachment IV-4**

5. **Support for Housing Infrastructure Funding Application**

Consideration of Memorandum #23-118 regarding Resolution #23-25, Support for Yankton Thrive's Housing Infrastructure Program Funding Application for Garden Estates.

**Attachment IV-5**

6. **Elm Street Project Bid Award**

Consideration of Memorandum #23-116 recommending bid award for Elm Street Reconstruction from 20<sup>th</sup> Street to 21<sup>st</sup> Street be awarded to Katzer Concrete, Inc. in the amount of \$479,995.00.

**Attachment IV-6**

**7. Third Street & Green Street Reconstruction Project Bid Award**

Consideration of Memorandum #23-117 recommending bid award for 3<sup>rd</sup> Street Reconstruction from Spruce Street to Green Street and Green Street Reconstruction from 3<sup>rd</sup> Street to 4<sup>th</sup> Street be awarded to Masonry Component, Inc. in the amount of \$715,245.10.

**Attachment IV-7**

**V. OTHER BUSINESS**

*Other business is a time for City Commissioners to address the commission regarding matters not on the agenda. These items will be deliberated by the governing body and will not be acted upon at this time. Items mentioned may be added to a future City Commission meeting or work session for deliberation or action.*

**VI. ADJOURN THE MEETING OF JUNE 26, 2023**

*The City of Yankton Community Meeting Room is accessible to everyone. If you have any additional accommodation requirements, please call 668-5221.*

*Should you have any reason to believe an open meetings law has been violated please contact the Open Meetings Commission at the South Dakota Office of the Attorney General at: 1302 E. Hwy 14, Suite 1, Pierre, SD 57501-8501 or by phone at 605-773-3215.*

**CHAMBER OF THE BOARD OF CITY COMMISSIONERS  
YANKTON, SOUTH DAKOTA  
CITY COMMISSION CIP BUDGET WORKSHOP, 5:30 P.M.  
JUNE 12TH, 2023**

In the absence of the Mayor, City Manager Leon called the meeting to order.

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

Commissioner Webber made a motion to nominate Commissioner Nathan Johnson to serve as Mayor Pro Tem and asked that a unanimous ballot be cast. Commissioner Schramm seconded the motion.

**Roll Call:** All Commissioners Present voted “Aye”.

Commissioner Johnson took over as Mayor for the CIP Budget Workshop meeting.

There were no public appearances at this time.

City Manager Leon led a discussion of the five year CIP attachment. She reminded Commissioners that the focus of the five year CIP will be on the capital spending remaining in the current 2023 adopted budget and the proposed spending in the unadopted 2024 budget. City Manager Leon also reminded Commissioners of several larger proposed projects in out years that will require a lot more future discussion, especially in how to fund the proposed projects. She reminded Commissioners of the concerns about possible effects of the removal of sales tax from food that is being proposed.

No official Commission action was taken at this work session.

Action 23-134

Moved by Commissioner Webber, seconded by Commissioner Benson, to adjourn at 06:47 p.m.

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

Motion adopted.

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Stephanie Moser  
Mayor

ATTEST:

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Al Viereck  
Finance Officer

Published June 21, 2023

**CHAMBER OF THE BOARD OF CITY COMMISSIONERS  
YANKTON, SOUTH DAKOTA  
JUNE 12TH, 2023**

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

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

Action 23-135

Moved by Commissioner Webber, seconded by Commissioner Miner, to approve Minutes of the work session meeting of May 22, 2023 and the Minutes of the regular city commission meeting of May 22, 2023.

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

Action 23-136

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

1 OFFICE - DESK - \$1,269.58; A & B BUSINESS EQUIP - COPIER LEASE - \$371.25;  
ADAMS/BRIAN - KIDS IN THE PARK - \$850.00; ADOBE - ADOBE - \$14.99; ADOBE -  
COMPUTER PROGRAM - \$58.56; AFSCME - AFSCME DEDUCTIONS - \$930.40; ALFA LAVAL  
- GRAVITY BELT - \$1,848.28; ALS TECHNOLOGIES - LESS LETHAL ROUNDS - \$360.00  
AMAZON - DVD - \$19.96; AMAZON - PUMP REPLACEMENT - \$847.43; AMAZON - OFFICE  
SUPPLIES - \$19.58; AMAZON - JANITORIAL SUPPLIES - \$30.48; AMAZON - DVD'S - \$53.91  
AMAZON - SCANNER - \$249.00; AMAZON - FILTERS - \$105.34; AMAZON - DVD'S - \$182.89  
AMAZON - CONCESSION MAT - \$27.74; AMAZON - MERCHANDISE - \$65.80; AMERICAN  
FAMILY LIFE - CANCER & ICU PREMIUMS - \$11,475.50; AMERICAN RED CROSS -  
LIFEGUARD CERTIFICATION - \$1,982.27; AMERLIBASSOC ECOMMERCE - ALA  
MEMBERSHIP DUES - \$148.00; AMZN - LIFEGUARD UMBRELLA - \$274.20; AMZN -  
SUMMER READING SUPPLIES - \$84.55; AMZN - OFFICE CHAIR CYLINDER - \$43.47; AMZN  
- AGRICULTURAL SUPPLIES - \$33.12; AMZN - SHOWER CURTAINS - \$588.68; AMZN -  
CORD - \$8.54; AMZN - DVD - \$17.96; AMZN - JANITORIAL SUPPLIES - \$79.99; AMZN -  
OFFICE SUPPLIES - \$20.02; AMZN - EXERCISE CLASS EQUIPMENT - \$59.94; AMZN - VIDEO  
TRANSMITTER - \$99.99; AMZN - OFFICE SUPPLY - \$8.99; AMZN - AGRICULTURAL  
SUPPLIES - \$39.87; AMZN - SUMMER READING PROGRAM - \$72.60; AMZN - MIC HOLDER -  
\$11.90; AMZN - OFFICE SUPPLIES - \$64.93; AMZN - PAPER SUPPLIES - \$58.60; AMZN -  
SILICONE - \$449.40; AMZN - DVD - \$14.96; AMZN - OFFICE SUPPLY - \$9.62; AMZN - TONER  
- \$93.99; AMZN - DVD'S - \$116.81; AMZN - PHONE CHARGER & ADAPTERS - \$39.86  
AMZN - SILICONE - \$26.09; AMZN - SUMMER READING PROGRAM - \$285.80; ARGUS  
LEADER - SURPLUS AUCTION NOTICE - \$36.19; ARNOLDS - SHOP SUPPLIES - \$117.62;  
ASSOCIATED SUPPLY - CHEMICALS - \$1,211.88; ATT - MOBILE DATA - \$1,248.49;  
AUTOMATIC BUILDING CONTROLS - FIRE ALARM TESTING - \$240.00; AUTOZONE -  
ANTIFREEZE/CLEANER - \$550.38; AVERA HEALTH - CPR CARD - \$20.00; AVERA HEALTH  
PLANS – HEALTH INS PREMIUMS - \$88,818.97; AXVOICE - DIALER SERVICE - \$21.44;

BAKER-TAYLOR - BOOKS - \$2,148.28; BANNER ASSOCIATES - MARNE CREEK - \$29,796.62; BBG CONSTRUCTION LAW - CMAR ATTORNEY FEES - \$766.50; BECKER BODY SHOP - PATROL CAR SRO GRAPHICS - \$375.00; BLUEPEAK - INTERNET SERVICES - \$3,643.02; BOMGAARS - WRENCH - \$2,678.40; BOUZA/ASHLEY - REIMBURSEMENT - BOOTS - \$150.00; BOW CREEK METAL - DOWNTOWN PLANTERS - \$1,122.98; BP - FUEL - \$67.95; BRO BRGR BAR - STAFF APPRECIATION - \$104.61; BROADWAY CHRYSLER - 2023 VEHICLE PURCHASE - \$37,608.00; BRUTE FORCE TRAINING - FILLER BAG - \$33.80; BUHLS CLEANERS - TOWEL CLEANING - \$384.80; BURGER KING - TRAVEL EXPENSE - \$9.44; BURGER KING - TRAVEL EXPENSE - \$13.11; C & B - GASKET AND WATER PUMP - \$1,271.32; C & B OPERATIONS - ENGINE REPAIRS - \$788.08; CAMARILLO/ALBERTO - OVERPAYMENT - \$33.50; CASEYS PIZZA - LARGE INCIDENT OFFICERS - \$30.08; CASEYS PIZZA - STAFF APPRECIATION - \$45.12; CATTLEMANS CLUB - TRAVEL EXPENSE - \$53.04 CEDAR KNOX PUBLIC POWER - ELECTRIC - \$1,096.91; CENEX - FUEL - \$53.31; CENEX - FUEL - \$25.18; CENTER POINT - LARGE PRINT BOOKS - \$281.64; CENTURYLINK - PHONE - \$2,134.16; CERTIFIED POOL TRAINERS - CERTIFICATION - \$350.00; CHEMTEK - ASPHALT REMOVER - \$3,519.17; CHESTERMAN - CONCESSIONS - \$1,785.00; CHICAGO BOOKS & JOURNAL - OFFICE SUPPLIES - \$49.68; CHIEF EAGLE/STARR - SUMMER PROGRAM - \$400.00; CHRISTENSEN RADIATOR - RADIATOR - \$269.65; CITY OF VERMILLION - JT POWER CASH TRANS - \$82,232.06; CITY OF YANKTON-PARKS - LANDFILL CHARGES - \$404.39; CITY OF YANKTON-SAC - PETTY CASH FOR HFAC - \$1,100.00; CITY OF YANKTON-SOLID WASTE - COMPACTED GARBAGE - \$20,167.03; CITY UTILITIES - WATER DEPT WATER - \$7,433.48; CLARKS RENTALS - RENTAL - \$61.00; CLEAN SWEEP INDUST - JANITORIAL TOOLS - \$322.70; COFFEE CUP - LLRMI CONFERENCE FUEL - \$55.33; CONOCO - FUEL - \$46.59; CORE & MAIN - SEWER GRATE - \$1,244.97; CORNER PANTRY - FUEL - \$31.01; CORNHUSKER INTL TRUCK - PARTS - \$189.90; COUNTERFEIT CURBSI - SUMMER READING PROGRAM - \$39.68; COWBOY STORE - FUEL - \$63.01; CREDIT COLLECTION SERV - UTILITY COLLECTION - \$141.37; CRESCENT ELECTRIC - LIGHTS - \$6,304.65; D & E EQUIPMENT SOLUTIONS - TIRE BALANCER - \$18,193.70; D & G CONCRETE - 15TH RECON BILL BAGGS - \$580,305.25; DALDORADO - POOL GRATES - \$463.52; DATA AXLE - BOOK - \$390.00; DEFENSIVE EDGE TRAINING - ARMORER CLASS - \$1,100.00; DEN HERDER LAW - LEGAL SERVICES - \$2,172.37; DEPT OF AG - MEMBERSHIP DUES - \$35.88; DEPT OF HEALTH - LAB SAMPLES - \$411.00; DEPT OF SOCIAL SERVICES - DSS SD CHILD SUPPORT - \$1,316.84; DESERT SNOW - DOOLEY DESER SNOW CLASS - \$649.00; DIAMOND VOGEL - ROAD MATERIALS - \$233.10; DIANES GREENHOUSE - FLOWERS - \$4,026.27; DINO ODELL - SUMMER PROGRAM - \$425.00; DOUBLETREE BY HILTON - LODGING - \$720.06; DROPBOX - PROFESSIONAL SERVICES - \$127.67; EBAY - TONER - \$75.50; ENVIRONMENTAL LEVER - LAB ID POSTER - \$64.15; EQUIPMENT BLADES - LOADER BLADE - \$1,208.60; FASTENAL COMPANY - GLASS CLEANER, BOLTS - \$300.09; FEDEX - SHIPPING - \$66.66; FEIMER CONSTRUCTION - 915 DOUGLAS REPAIR - \$15,081.71; FEJFAR PLUMBING - REPAIRS - \$430.62; FENTON CONSTRUCTION - CONSTRUCTION - \$980,023.75; FERGUSON ENTERPRISES - 3/4 METERS - \$33,500.00; FIRE BY TRADE - VELCRO STRAPS - \$51.46; FIREHOUSE SUBS - TRAVEL EXPENSE - \$12.78; FIRST DAKOTA - HSA CONTRIBUTIONS - \$11,710.60; FIRST NATIONAL - CAFETERIA PLAN - \$1,759.16; FLOYDS KUBOTA - KUBOTA REPAIRS - \$117.32; FRED L LAKE - DESK SEAL STAMP - \$171.78; FREDPRYOR CAREERTRACK - TRAINING SUBSCRIPTION - \$75.00; FRONTIER MILLS - LAWN MIX - \$276.30; GERSTNER OIL - FUEL - \$75,230.82; GORUCK - TRAINING EQUIPMENT - \$90.53; GPM - AERATION BLOWER - \$10,634.14; GRAINGER - HYDROXIDE LINE REPAIR - \$590.17; GUSSO/GREG - TRAVEL ADVANCE - \$26.00;



HAAS/JAMES - BOOT REIMBURSEMENT - \$150.00; HACH CO - REAGENT, PARTS - \$3,910.95; HANSEN LOCKSMITHING - WESTSIDE PARK LOCK - \$170.00; HARDEES - TRAVEL EXPENSE - \$13.43; HARRIS/RAY - TREE REIMBURSEMENT - \$100.00; HARTINGTON TREE - TREE - \$140.00; HAWKINS - CHEMICALS - \$69,576.39; HAWS - EYE WASH SAFETY STATION - \$230.00; HDR ENGINEERING - W/WW MASTER PLAN - \$15,643.55; HEFFELE/JUDY - TREE REIMBURSEMENT - \$100.00; HEIMAN FIRE EQUIPMENT - FIREFIGHTER EQUIPMENT - \$328.00; HG KLUG SONS - AIR COMPRESSOR - \$16,679.88; HOLIDAY INN - LODGING - \$141.13; HUSKY LINERS - FLOOR LINERS - \$125.95; HY-VEE - EMPLOYEE APPRECIATION - \$209.99; ICMA RETIREMENT - ICMA CONTRIBUTIONS - \$3,314.52; IMAGESTUFF - SUMMER READING PROGRAM - \$32.65; IN ARROWHEAD SCIENTIFIC - GSR KITS, EVIDENCE BAGS - \$259.25; IN POWERS - PORTA POTS - \$135.00; J & H CARE & CLEANING - JANITORIAL SERVICES - \$4,200.00; JACKS UNIFORMS - BADGES - \$879.66; JANSEN UPHOLSTERY - STRAPS - \$250.00; JCL SOLUTIONS - CLEANING SUPPLIES - \$1,347.05; JEO CONSULTING GROUP - MERIDIAN BRIDGE COLUMNS - \$13,401.25; JIMMY JOHNS - TRAVEL EXPENSE - \$10.74; JJ BENJI'S - LEAGUE T-SHIRTS - \$1,060.00; JOHNSON CONTROLS - POOL HEATING REPAIRS - \$881.89; JONES CONSTRUCTION - WWTP EDA CONSTRUCTION - \$77,749.25; KAISER REFRIGERATION - BACKPACK BLOWER - \$817.72; KLEINS TREE SERVICE - TREE REMOVAL - \$27,555.00; KLJ ENGINEERING - FAA PROJECT CLOSEOUT - \$1,000.00; KNIFE RIVER - RIVERSIDE BASEBALL ROCK - \$2,497.01; KNIFE RIVER - ROAD MATERIALS - \$3,862.50; KOLETZKY IMPLEMENT - TRUCK REPAIRS - \$23.25; KOPETSKYS ACE - IRRIGATION SUPPLIES - \$575.52; LAMB MOTOR - UT TRUCK FORD F250 - \$42,972.00; LANGUAGE LINE - TRANSLATION SERVICES - \$42.33; LAW/BARBARA - TREE REIMBURSEMENT - \$100.00; LEGENDS-GARDEN CAFE - TRAVEL EXPENSE - \$25.20; LEWIS AND CLARK - FUEL - \$54.36; LEWIS AND CLARK VET - CORONA VET CARE - \$699.15; LOAF N JUG - FUEL - \$57.61; LOCATORS & SUPPLIES - SAFETY APPAREL - \$52.05; LODGE AT DEADWOOD - LLRMI CONFERENCE - \$926.00; LOVES - LLRMI CONFERENCE FUEL - \$91.37; LOVES - FUEL - \$50.30; LUMEN - FIBER INTERNET - \$347.36; MASONRY COMPONENTS - DOUGLAS AVE CONSTRUCTION - \$229,018.60; MAXON/JORDAN - TRAVEL ADVANCE - \$100.00; MAYER SIGNS - SIGNS - \$50.00; MCDONALDS - TRAVEL EXPENSE - \$19.75; MCDONALDS - TRAVEL EXPENSE - \$13.62; MCDONALDS - TRAVEL EXPENSE - \$12.40; MCDONALDS - TRAINING EXPENSE - \$9.23; MCGRATH NORTH - PROFESSIONAL SERVICES - \$436.50; MCMASTER-CARR - DECANTER PUMP SET UP - \$1,512.18; MENARDS - MULCH - \$3,056.70; MERIDIAN EYE CARE - PRE-EMPLOYMENT - \$50.00; METROFAX - FAX SERVICE - \$11.95; MIDAM ENERGY - FUEL - \$6,376.35; MIDAMERICAN ENERGY - WATER - \$10,391.37; MIDWEST ALARM - MONTHLY ALARM MONITOR - \$70.50; MIDWEST ALARM COMPANY - FIRE ALARM - \$11,636.64; MIDWEST LABORATORIES I - MONTHLY NUTRIENT TESTING - \$300.84; MIDWEST TAPE - AV - \$264.43; MILLENIUM RECYCLING - SINGLE STREAM FEE - \$2,515.10; MINERVAS - TRAVEL EXPENSE - \$101.70; MINNESOTA LIFE - LIFE GROUP INSURANCE - \$645.28; MORROW/JOSEPH C. - DESIGN WORK - \$6,060.00; MOTOR VEHICLE - 2023 DODGE TITLE & LIC - \$53.40; MOTOROLA - MOTOROLA RADIOS - \$43,197.75; MW MINI MELTS - CONCESSIONS - \$4,032.00; NAPA AUTO - OIL BARREL - \$729.02; NEBRASKA DOR - NE TAX WITHHOLDING - \$1,912.34; NFPA - SUBSCRIPTION - \$149.99; NORTH TOWN - REPAIR AC - \$1,024.30; NORTHWESTERN ENERGY - WATER DEPARTMENT - \$76,604.04; OBSERVER - ADVERTISEMENT - \$48.00; OFARRELL/SARAH - CLOTHING ALLOWANCE - \$400.00; OIL PRICE INFORMATION SERVICE - FUEL REPORTS - \$4,512.00; OLSONS PEST - PEST CONTROL - \$278.00; ONE OFFICE SOLUTION - OFFICE SUPPLIES - \$21.61; OPIS - OPIS REPORT - \$4,512.00; OREILLY

AUTO - RADIATOR/COOLANT HOSE - \$655.52; OSBORNE/JERICHO - CLOTHING ALLOWANCE - \$250.51; OTP/AIR TECHNOLOGIES - BLOWER SHIPPING - \$199.76; OVERDRIVE - E-BOOKS - \$2,703.57; OVERHEAD DOOR - GARAGE REMOTE CONTROL - \$150.00; PFEIFER IMPLEMENT - KUBOTA PARTS - \$325.41; PFS HEALTHWORKS - CDL TESTING - \$175.90; PHENOVA - DMRQA TESTING - \$1,084.20; PHILLIPS 66 - FUEL - \$38.99; PIZZA RANCH - CONCESSIONS - \$1,051.50; POWER SOURCE ELECTRIC - ELECTRICAL REPAIR - \$5,450.82; PRESS DAKOTAN - ELECTION NOTICES - \$1,865.96; PRINCIPAL LIFE - DENTAL INSURANCE - \$6,694.33; PRO TRACK AND TENNIS - SAC TENNIS COURT - \$73,600.00; PRO TRAINER - PRO-TILT TRAILER - \$19,970.00; PSN - CC MERCHANT FEES - \$69.85; QDOBA - TRAVEL EXPENSE - \$16.63; RACOM CORPORATION - RADIO ACCESS - \$35.80; RAMKOTA HOTEL - REFUNDED RESORT TAX CHG - \$10.92; RAMKOTA HOTEL - HOTEL - \$293.88; RETIREMENT - SD RETIREMENT - \$90,790.59; RIVERSIDE HYDRAULICS - FITTINGS - \$196.23;ROADSIDE C-STORE - FUEL - \$56.94; ROINSTAD/MIKE - BOOT REIMBURSEMENT - \$150.00; ROYAL SPORT SHOP - NAME BADGE, NAME PLATE - \$32.00; RUBY TUESDAY - TRAVEL EXPENSE - \$25.35; SANITATION PRODUCTS - PARTS - \$167.17; SCHUURMANS FARM SUPPLY - SPRAYER - \$3,577.00; SD DEPT OF HEALTH - BIOSOLIDS TESTING - \$217.00; SD FIREFIG SD - SD STATE FIRE SCHOOL - \$20.00; SD LIBRARY ASSOC - SDLA DUES - \$32.00; SD REDBOOK FUND - TRAINING TEXTBOOK - \$79.00; SD RETIREMENT - 401A SPECIAL PAY - \$13,259.15; SDSRP - SD SUPP RET PENSION - \$20,979.76; SHARAR/AMY - FACE PAINTING - \$250.00; SHELL OIL - LLRMI CONFERENCE FUEL - \$41.76; SHOPWISCOMM - PAGER REPAIR - \$28.44; SIOUX FALLS ELECTRIC - TROUBLESHOOT PAPIS - \$1,043.27; SLOWEY CONSTRUCTION - MEAD PROPERTY CONST - \$617,490.32; SLOWEY CONSTRUCTION - CRUSHED CONCRETE - \$69,330.42; SOUTH DAKOTA 811 - LOCATES - \$338.25; SOUTH DAKOTA HUMANITIE - SUMMER READING PROGRAM - \$50.00; SOUTH DAKOTA MAGAZINE - MAGAZINE SUBSCRIPTION - \$50.00; SOUTH DAKOTA STATE HIS - MICRFILM - \$10.00; SOUTHEASTSD - ADVERTISEMENT - \$154.79; SPENCER QUARRIES - ROAD MATERIALS - \$7,596.11; SPRINKLER WAREHOUSE - IRRIGATION SUPPLIES - \$649.91; STAN HOUSTON EQUIP - GAS DETECTOR CALIBRATION - \$367.50; STANDARD INSURANCE - VISION INSURANCE - \$692.56; STATEMENT FEE - PROFESSIONAL SERVICES - \$3.00; STEIN SIGN DISPLAY - HFAC ADVERTISEMENT - \$9,120.00; STENCIL PLUS - PAINT STENCILS - \$371.90; STEVENS CONSTRUCTION - WESTSIDE PARK - \$51,186.21;STEWART CARPET - CARPET REMOVAL/REPAIRS - \$4,453.00; STOCKWELL ENGINEERS - ENGINEERING - \$5,220.00; STOCKWELL ENGINEERS - ENGINEERING - \$21,760.00; STURDEVANTS - AIR FILTER - \$1,324.94; SWIMOUTLET - UNIFORMS - \$439.04; TACO JOHNS - TRAVEL EXPENSE - \$9.02; TEGRA GROUP - CMAR SERVICES - \$11,069.58; TESSMAN CO - CHEMICALS - \$3,440.87; THE CORNER - FUEL - \$83.50; THE ICEE COMPANY - CONCESSIONS - \$1,899.76; THE PHILLIP PIT STOP - FUEL - \$27.52; THE TOONIES - KIDS IN THE PARK - \$1,250.00; THE UPS STORE - ADVERTISEMENT HANDOUTS - \$357.72; THIRD MILLENNIUM - UTILITY BILLING - \$668.96 THOMPSON - SCADA PLC SWITCH - \$752.93; THOMSON REUTERS - SUBSCRIPTION - \$1,488.00; TINTING PROS - WHEELS - \$1,339.00; TITAN MACHINERY - COUPLING KIT - \$72.54; TMA - GATOR REPAIRS - \$424.13; TOMS ELECTRIC - SERTOMA PARK - \$494.65; TRACTOR-SUPPLY - DOG FOOD FOR CORONA - \$222.95; TRK HOSTING - WEB HOSTING - \$22.90; TRUCK TRAILER - PARTS - \$816.43; TRUCK TRAILER SALES - MOTOR - \$648.50; U.S. POST OFFICE - UTILITY BILLING POSTAGE - \$2,417.03; UKG - PAYROLL - HR-TLM-SOFTWARE - \$2,088.00; ULTIMATE EDGE & LANDSCAPING - LANDSCAPING - \$500.00; UNITED LABORATORIES - EQUIPMENT CLEANING - \$284.87; UNITED STATES TREASURER - FED WH TAX - \$179,187.73; UNITED WAY - UNITED WAY CONTRIBUTIONS

- \$172.00; US BANK - DRINKING WATER #6 - \$751,946.39; USA BLUE BOOK - INLET BLOWER CHECK VALVE - \$157.75; USPS - POSTAGE - \$988.24; USPS - POSTAGE - \$69.11; UTILITY EQUIPMENT - BRASS FITTINGS - \$1,291.01; VELLEK/RICHARD - BOOTS REIMBURSEMENT - \$150.00; VIDDLER - VIDEO HOSTING - \$41.49; VISTAPRINT - SUMMER READING PROGRAM - \$399.29; VZWRLSS - INTERNET ACCESS - \$1,203.91; WALMART - PODIUM - \$594.90; WAL-MART - DEHUMIDIFIER - \$1,092.27; WATER TECH - WATER VACCUM PARTS - \$240.78; WEATHERTECH - FLOOR MATS - \$385.85; WELFL CONST - SAC SECURITY - \$53,006.00; WHITE CAP - ROAD MATERIAL - \$16,958.95; WHOLESALE SUPPLY - CONCESSIONS - \$4,467.20; WILLIAMS & COMPANY - AUDIT - \$18,360.00; WILLIAMS, CHARLES - SUMMER PROGRAM - \$350.00; WM SUPERCENTER - ACCIDENT DEBRIEF - \$232.95; XEROX FINANCIAL SERVICES - LEASE & COPIES - \$1,582.88; XTREME CAR WASH - CAR WASHES - \$259.20; XTREME CAR WASH - CAR WASH - \$14.91; XTREME CAR WASH - DOG WASH - \$11.00; YANKTON AOX - ACCETYLENE - \$116.05; YANKTON BASEBALL - FIELD MAINTENANCE - \$3,600.00; YANKTON COUNTY - PICTOMETRY PAYMENT - \$6,666.67; YANKTON COUNTY AUDITOR - COST COMPONENT - \$15,740.81; YANKTON JANITORIAL - FLOOR MATS, CLEANER - \$243.00; YANKTON POLICE DEPT - PETTY CASH - \$73.84; YANKTON SHARP SHOOTERS - RANGE RENTAL - \$100.00; YANKTON THRIVE - SINGERS PROGRAM - \$150.00; YANKTON VOL FIRE DEPT - CALL PAY - \$2,800.00; YANKTON WINNELSON - WESTSIDE PARK BATHROOMS - \$127.58; YANKTONRODCTR - DEED FILING - \$28.00

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

Salaries by Department: May 2023: Administration \$58,316.74; Finance \$38,870.86; Community Development \$30,162.81; Police-Dispatch \$207,229.43; Fire \$15,049.46; Engineering / Sr. Citizens \$49,626.54; Streets \$58,192.10; Snow & Ice \$0.00; Traffic Control \$4,703.35; Library \$37,253.78; Parks / Sac \$103,935.17; Huether Aquatics \$928.75; Marne Creek \$9,387.95; Water \$46,729.83; Wastewater \$45,867.07; Cemetery \$5,687.29; Solid Waste \$29,419.99; Landfill / Recycle \$25,603.65; Central Garage \$8,923.16

New Hires: Public Works Department: Trevor Paulsen, Airport Maintenance – Summer, \$14.50/hr; Adam Kurtenbach, Airport Maintenance – Summer, \$14.50/hr; James Stewart, Street Maintenance Seasonal, \$14.50/hr. Parks, Recreation and City Events Department: Robert Lehman, Grounds Maintenance, \$1,595.54 biweekly; Logan Pinkelman, Aquatics Technician – Summer, \$15.00/hr; Melissa Hagedorn, Forest/Horticulture Maintenance – Summer, \$13.50/hr; John Zilla, Parks Maintenance – Summer, \$15.00/hr; Jase Manker, Park Maintenance Summer, \$13.00/hr; Bill Boardman, Cemetery Maintenance – Summer, \$12.50/hr; Rosina Phillips, Cashier, \$11.00/hr; Ava Dryden, Cashier, \$11.00/hr; Alexa Suing, Cashier, \$11.00/hr; Sam Slowey, Cashier, \$11.00/hr; Claire Osborne, Cashier, \$11.00/hr; Cayson Ward, Cashier, \$11.00/hr; Alaina Nelson, Cashier, \$11.00/hr; Cami Buehlmann, Cashier, \$11.00/hr; Auviana Seiler, Cashier, \$11.00/hr; Carly Sternhagen, Cashier, \$11.00/hr; Samuel Gokie, Cashier, \$11.00/hr; Tryker Myers, Cashier, \$11.00/hr; Abe O’Brien, Cashier, \$11.00/hr; Deiken Johnson, Cashier, \$11.00/hr; Kate Fanta, Cashier, \$11.00/hr; Karlyn Koerner, Cashier, \$11.00/hr; Isabella Koerner, Cashier, \$11.00/hr; Addison Brodeur, Cashier, \$11.00/hr; Remy Kusel-Wenzlaff, Cashier, \$11.00/hr; Brynn Simonsen, Cashier, \$11.00/hr; Hayley Van Essen, Cashier, \$11.00/hr; Sarah Messler, Cashier, \$11.00/hr; Sienna Cuka, Cashier, \$11.00/hr; Karson Kral, Cashier, \$11.00/hr; Claire Noehren, Cashier, \$11.00/hr; Tate Beste, Cashier, \$11.00/hr; Isabelle Wintz, Lifeguard, \$13.00/hr; Taylor Olson, Lifeguard/Instructor, \$14.00/hr; Claire Kramer, Lifeguard, \$13.00/hr; Olivia Wintz, Lifeguard, \$13.00/hr; Emily Tramp, Lifeguard, \$13.00/hr; Joshua Stapish, Lifeguard, \$13.00/hr; Christian Mickelson, Lifeguard, \$13.00/hr; Micah Maska, Lifeguard, \$13.00/hr; Eva Paulson, Lifeguard, \$13.00/hr; Kaylee Goeden, Lifeguard, \$13.00/hr; Braxton Adams, Lifeguard, \$13.00/hr; Brie Luken, Lifeguard, \$13.00/hr; Melania Enfield, Lifeguard, \$13.00/hr; Natalie Konrad, Lifeguard, \$13.00/hr; Kobe Koletzky, Lifeguard, \$13.00/hr; Kaylor Luellman, Water Park

Attendant, \$11.00/hr; Sandy Murphy, Receptionist, \$12.50/hr; Ellie Karolevitz, Intern, \$15.00/hr; Alexandra Ruth, Intern, \$12.50/hr; Austin Knoell, Umpire, \$25.00/game; Krista Becker, Weight Room Supervisor, \$13.00/hr; Noelle Auch, Youth Summer Program Instructor, \$13.50/hr. Housing Department: Lorena Zamora, Housing Program Assistant Part Time, \$20.00/hr. Commission: Brian Hunhoff, Commissioner, \$563.90/month.

Wage Changes: Parks, Recreation and City Events Department: Kayla Loecker, Youth Summer Program Instructor, \$14.75 to \$16.00/hr; Diane Schramm, Youth Summer Program Instructor, \$12.75 to \$14.00/hr; Maggie Schaefer, Youth Summer Program Instructor, \$12.25 to \$14.00/hr; Frances Kouri, Youth Summer Program Instructor, \$12.00 to \$13.75; Zachary Briggs, Youth Summer Program Instructor, \$12.00 to \$13.75/hr; Logan Smallwood, Weight Room Supervisor, \$12.75 to \$13.00/hr; Jayden Horrach, Weight Room Supervisor, \$12.75 to \$13.00/hr; Chelsea Hauger, Park Maintenance Summer, \$12.50 to \$14.00/hr; Amanda Mohr, Parks Maintenance Summer, \$12.50 to \$14.00/hr; Elliot Burns, Forest/Horticulture Maintenance Summer, \$17.00 to \$17.25/hr; Bailey Kortan, Parks Maintenance Summer \$11.00 to \$14.00/hr; Molly Savey, Water Park Attendant, \$12.00 to \$13.00/hr; Emily Hejna, Water Park Attendant, \$12.00 to \$13.00/hr; Joshua Sheldon, Water Park Attendant, \$12.00 to \$13.00/hr; Matthew Sheldon, Water Park Attendant, \$12.00 to \$13.00/hr; Caden Wieman, Water Park Attendant, \$12.00 to \$13.00/hr; Lucas Kampshoff, Water Park Attendant, \$12.00 to \$13.00/hr; Jackson Wintz, Water Park Attendant, \$12.00 to \$13.00/hr; Navaeh Leonard, Water Park Attendant, \$12.00 to \$13.00/hr; Emma Eichacker, Lifeguard, \$15.00 to \$16.00/hr; Lauren Tereshinski, Lifeguard, \$15.00 to \$16.00/hr; Brianna Berger, Lifeguard, \$15.00 to \$16.00/hr; Hannah Jussel, Lifeguard, \$15.25 to \$16.25/hr; Cade Manzanares, Lifeguard, \$14.00 to \$15.00/hr; Samantha Aune, Lifeguard, \$15.25 to \$16.25/hr; Macy Drotzmann, Lifeguard, \$14.00 to \$15.00/hr; Savannah Frank, Lifeguard, \$15.00 to \$16.00/hr; Aubrey Herbolsheimer, Lifeguard, \$14.00 to \$15.00/hr; Jordan Houdek, Lifeguard, \$15.00 to \$16.00/hr; Kevin Kuhl, Lifeguard, \$14.00 to \$15.00/hr; Rebekah Sharples Schmidt, Lifeguard, \$14.00 to \$15.00/hr; Jaden Plooster, Lifeguard, \$15.00 to \$16.00/hr; Elizabeth Logue, Lifeguard, \$14.00 to \$15.00/hr; Hunter Cotton, Lifeguard, \$14.00 to \$15.00/hr; Thomas Harrell, Lifeguard, \$14.00 to \$15.00/hr; Tim Upton, Lifeguard, \$15.00 to \$16.00/hr; Ella Brummer, Lifeguard, \$14.00 to \$15.00/hr; Chayse Drotzmann, Lifeguard, \$15.00 to \$16.00/hr; Taylor Wenzlaff, \$14.00 to \$15.00/hr; Jackson Slowey, Lifeguard, \$14.00 to \$15.00/hr; Courtney Pinkelman, Lifeguard, \$14.00 to \$15.00/hr; Abigail Schmidt, Lifeguard, \$15.25 to \$16.25/hr; Tatum Hohenthaner, Lifeguard, \$15.00 to \$16.00/hr; Chloe McDermott, Lifeguard, \$15.25 to \$16.25/hr; Milo Johnson, Cashier, \$12.00 to \$13.00/hr; Porter Cuka, Cashier, \$13.00 to \$14.00/hr; Tyson Prouty, Cashier, \$13.00 to \$14.00/hr; Abram Chance, Cashier, \$12.00 to \$13.00/hr; Cora Schurman, Cashier, \$12.00 to \$13.00/hr; Traci Peterson, Cashier, \$13.00 to \$14.00/hr; Mark Kathol, Cashier, \$12.00 to \$13.00/hr; Mya Johnson, Cashier, \$12.00 to \$13.00/hr; Bergen O'Brien, Cashier, \$13.00 to \$14.00/hr; Willow Reese, Cashier, \$12.00 to \$13.00/hr; Carson Haak, Facility Manager, \$18.00 to \$19.00/hr; Coleman Frank, Lifeguard Manager, \$17.00 to \$18.00/hr; Rachel Houdek, Facility Manager, \$20.00 to \$21.00/hr; Public Works Department: John VerHeul, Solid Waste Collector – Summer, \$15.00 to \$15.50/hr.

Position Changes: Finance Department: Devin Gullikson, Equipment Operator (Public Works) to Finance Generalist, \$1,561.73 to \$1,804.50. Dispatch: Christopher Allington, Dispatcher Part time to Full time, \$22.25/hr to \$1,805.73.

Parks, Recreation and City Events Department: Abigail Steffen, Lifeguard to Lifeguard Manager, \$15.00 to \$17.00/hr; Rori Schmidt, Lifeguard to Lifeguard Manager, \$15.00 to \$17.00/hr; Allie Dilts, Lifeguard Manager to Facility Manager, \$17.00 to \$19.00/hr; Hannah Tramp, Lifeguard to Lifeguard Manager, \$15.00 to \$17.00/hr.

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

Lauren Hanson, Executive Director of United Way of Greater Yankton, gave a presentation of their 2022 Annual Report.

Action 23-137

Moved by Commissioner Benson, seconded by Commissioner Webber, to approve the following consent agenda items:

**1. Establishing Public Hearing for Sale of Alcoholic Beverages**

Establish June 26, 2023 as the date for the public hearing on the request for a Special Events Retail (on-sale) Liquor License for 1 day, August 13, 2023, from the VFW at 209 Cedar Street, Yankton, South Dakota.

**2. Establishing Public Hearing for Sale of Alcoholic Beverages**

Establish June 26, 2023 as the date for the public hearing on the request for a Special Events Retail (on-sale) Liquor License for 7 days (July 6, 13, 20, 27, August 3, 10, and 17, 2023) from Ben's Brewing Co. (Ben Hanten, Owner), 222 West 3<sup>rd</sup> Street, Music at the Meridian, Parking Lot and Green Space Westside of Meridian Bridge and the enclosed area of Levee Street, Yankton, S.D.

**3. Transient Merchant License – Yankton County Leaders Association**

Consideration of Memorandum #23-99 recommending approval of the application from the Yankton County Leaders Association for:

- A) Transient Merchant License vendors and craft show for the Yankton County Fair at 905 Whiting Drive on August 3-5, 2023.

**4. Establishing Public Hearing for Sale of Alcoholic Beverages**

Establish June 26, 2023 as the date for the public hearing on the request for a Special Events Retail (on-sale) Liquor License for 1 day, July 8, 2023, from BPO Elks Lodge 994 (Joe Sparks, President), 504 W 27<sup>th</sup> Street (on the lawn), Yankton, South Dakota.

**5. Establishing Public Hearing for Sale of Alcoholic Beverages**

Establish June 26, 2023 as the date for the public hearing on the request for a Special Events (on-sale) Liquor License for September 2nd, 2023 from Stripes, Inc. dba Mojo's 3<sup>rd</sup> Street (Jeff Dayhuff, Owner), 106 E. 3rd Street, Meridian Venue, 101 E. 3<sup>rd</sup> Street, Yankton, SD.

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

Action 23-138

This was the time and place for the public hearing on the application for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for one day, July 21, 2023, from The Center (Kriss Thury, Executive Director), 900 Whiting Drive, Yankton, South Dakota.

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. (Memorandum 23-96)

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

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

City Manager Leon gave a brief update of the Paradigm Technologies, Inc. Project and presented some architectural concepts of the proposed building. No official action was taken on this agenda item.

Action 23-139

Moved by Commissioner Webber, seconded by Commissioner Benson, to approve Mayor Moser's appointments of City Commissioners to serve on the various City Advisory Boards and Commissions. (Memorandum 23-95)

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

Action 23-140

Moved by Commissioner Johnson, seconded by Commissioner Benson, to approve Mayor Moser's appointments of citizens to serve on the various City Advisory Boards and Commissions. (Memorandum 23-83)

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

Commissioner Webber introduced, and Mayor Moser read, the title of ORDINANCE #1073, AN ORDINANCE AMENDING CERTAIN LANGUAGE IN IDENTIFIED SECTIONS OF CHAPTER 21, ARTICLE V, AMENDING THE PROVISIONS OF THE PARKING ORDINANCE AFTER SNOW EMERGENCIES AND NON-SNOW EMERGENCY ROUTE STREETS AND IN MUNICIPAL PARKING LOTS AND CREATING AN EXECTPION FOR TIME LIMITS IN POSTED MUNICIPAL LOTS, and set the date of the second reading and public hearing as June 26th, 2023.

Action 23-141

Moved by Commissioner Benson, seconded by Commissioner Johnson, to approve the Grant Agreement Amendment and authorize Mayor Moser to sign said Amendment. (Memorandum 23-101)

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

Action 23-142

Moved by Commissioner Schramm, seconded by Commissioner Miner, to approve Change Order No. 1 for the Mead Property Development project in the amount of \$110,004.70. (Memorandum 23-102)

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

Action 23-143

Moved by Commissioner Hunhoff, seconded by Commissioner Benson, to accept the water main improvements for the List Development. (Memorandum 23-103)

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

June 12th, 2023  
Motion adopted.

Page 9

Action 23-144

Moved by Commissioner Miner, seconded by Commissioner Webber, to approve Mayor Moser's selection of citizens to serve on the Meridian Bridge 100<sup>th</sup> Anniversary Celebration Task Force. (Memorandum 23-104)

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

Prior to the following agenda item, Commissioner Brunick exited the meeting.

Action 23-145

City Manager Leon gave a brief summary of the recent Summit Activities Center task force actions. After some Commission comments, Commissioner Hunhoff moved to put discussion of possible continuation of the task force on a future agenda. Commissioner Schramm seconded the motion.

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

Action 23-146

Moved by Commissioner Hunhoff, seconded by Commissioner Johnson, to adjourn at 08:17 p.m.

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

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Stephanie Moser  
Mayor

ATTEST:

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Al Viereck  
Finance Officer

Published June 21, 2023



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## OFFICE OF THE CITY MANAGER

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

VOL. 58 NUMBER 12

### Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 26, 2023 will begin at 7:00 pm.

#### Non-Agenda Items of Interest

##### 1) Community & Economic Department Update

Gregg Homstad attended the South Dakota Building Officials' Association (SDBOA) annual summer meeting in Sturgis, June 8-9. These meetings are a chance for building officials to create and reinforce connections with their peers from across the state. The main seminar was an International Code Council (ICC) continuing education course focused on the International Building Code requirements for calculating allowable heights and areas for new construction. Continuing education credits are earned via seminars and online education and are used to re-certify existing ICC credentials once every three years.

In addition, Gregg successfully completed the three required exams to achieve Certified Building Official status. These exams covered legal aspects of code enforcement, building code and departmental management. This is a voluntary certification that demonstrates a continued commitment to the profession of building safety. Gregg is now maintaining seven ICC certifications.

##### 2) Human Resources & Employee Engagement Department Update

We are still accepting applications for a limited number of summer seasonal positions. Interested applicants can visit [cityofyankton.org](http://cityofyankton.org) (click on Employment tab) or contact the Human Resource Department. We are accepting applications for full time Police Officers. This position will remain open until filled.

The Sanitation Truck Operator positions closed on June 9. Jack Schaa and Matt Hoefs have been selected to fill these two vacancies. Jack is a current seasonal employee within the Public Works Department and has demonstrated in his time of employment to be a valuable asset to the City of Yankton.

The Health Insurance Committee held their first meeting to begin discussions on health insurance for the 2024 plan year. The meeting was held on June 20. The City of Yankton's June presentation by Well 365 out of Sioux Falls will focus on Blood Pressure Awareness.

Sue O'Grady celebrated her retirement party on June 15 at City Hall Gym. Sue's 34-year career with the City of Yankton is complete.

The Annual Employee Picnic will be held July 12 from 11 AM – 1 PM at Riverside Park.



### 3) Police Department Update

On June 15 we hosted the state firearms qualifications for area officers and retired officers. We had several officers from the YPD and Sheriff's Office that participated as well as a few retired YPD officers. All passed the qualifications set forth by the state. Those from the YPD that did not participate in this shoot will qualify at a later date determined by our City of Yankton state certified firearms instructor.

Commander Rothenberger and staff continue to work on conducting interviews of applicants and recruiting when we see potential from people we encounter while working on or off duty. We are our best recruiters to bring in new people to the Department.

On June 21 Chief Foote and Commander Rothenberger visited with patrons at the Huether Family Aquatics Center handing out coffee and enjoying conversation with those that wished to participate.

On June 22 Chief Foote and Commander Rothenberger met with Law Enforcement Training in Vermillion to discuss South Dakota's basic academy and advanced training provided by the State of South Dakota for our officers.

We have received complaints on speeding north of 21st Street on Mulberry Street. We have placed the speed trailer on Mulberry and will be collecting data on speeding issues. We hope this data will give us a better idea on enforcement needs.

We expect to receive the bikes for our bike patrol unit on Monday, June 26. Two officers will be travelling to Vermillion to receive training on bike patrol. The University of South Dakota Police Department will host a few different trainings for officers so we will have at least one officer per shift that can utilize the bikes. We are still waiting for some uniforms to use during bike patrol but should have this up and going in July.

### 4) Public Works Department Update

Street Department crews are asphalt patching at various locations throughout the city. Crews are also painting pavement markings in the streets and parking lots, and mowing various right-of-way locations in the city.

**15<sup>th</sup> Street Pavement Replacement:** The project is substantially complete and the street is back open to traffic. The remaining unfinished item in the construction contract is the seeding which will take place in August when the weather is more conducive. Once the seeding operation is complete, the project will be closed out.

**Marne Creek Bank Stabilization:** A new concrete trail is being paved, bank stabilization is ongoing, and various plantings are being installed. Things are really starting to take shape on this project. The contractor has now moved to Reach G by Morgan Park as they start finalizing work on the more southern reaches of the project. The completion date is fast approaching and the contractor is working tirelessly to complete the project.

**Douglas Avenue:** The project is substantially complete. The contractor finished the work well in advance of the deadline. Staff will be doing a walk-thru and compiling a punch list of any items that need addressed. A change order and final acceptance recommendation will be on a future commission agenda.

**Elm Street 20<sup>th</sup> to 21<sup>st</sup>:** Bids for the Elm Street Reconstruction Project have been received. The results of those bids have been included in this Commission packet with a recommendation for bid acceptance.

**Third Street & Green Street:** Bids for the Third Street & Green Street Reconstruction Project have been received. The results of those bids have been included in this Commission packet with a recommendation for bid acceptance.

**Airport North Hangar Taxilane, Access Road, and Runway 20 Turnaround:** The contractor has mobilized to the airport to begin the project. Dirt work will begin on the Runway 20 turnaround phase of the project. Crews will begin work on the entrance road as well. This project is scheduled to be complete in late September.

**Westside Park Pond Improvements:** The contractor continues to work on the design modifications and repairs of the clay liner.

**City of Yankton July 4<sup>th</sup>, 2023 Holiday Garbage and Recycling Collection Schedule:** In observation of the Independence Day holiday, the City of Yankton solid waste collection will be closed July 4<sup>th</sup>. City of Yankton garbage and recycling collection routes for that day will be scheduled as follows: Tuesday, July 4<sup>th</sup> routes will be collected on Wednesday, July 5. Residents are reminded to have their roll carts out by 7:00 AM on their scheduled collection day.

The Yankton Transfer Station will be closed on Tuesday, July 4 and resume normal hours on Wednesday, July 5, 8:00 AM to 3:45 PM.

The solid waste collection staff wishes everyone a safe and enjoyable Independence Day. For further information about solid waste collection, please call 668-5211.

**5) Finance Department Update**

The auditing process with Williams & Company, PC continues and the final draft timeline is unknown at this time. Please see the attached finance report for the month of May.

**6) Parks and Recreation Department Update**

An update on the various activities in the Parks and Recreation Department is included in this packet.

**7) Information Services Department Update**

Our 2023 aerial photography has been processed and is ready to be used. The flight was a partnership with Yankton County to capture the County and the City imagery. Flights are routinely done every three years. Imagery is used for a variety of purposes including planning and zoning, project design, economic development, flood plain management and other uses. Commissioners interested in accessing the imagery can do so thru Connect Explorer via either the web or app on iOS. Contact IT if you have any questions or need assistance accessing the resource.

**8) Environmental Services Department Update**

Staff has been busy cleaning sewer mains this summer. Staff has noticed an increase of grease and non-flushable wipes and towels in the sewer. Bath tissue is specifically designed to break down very rapidly in the sanitary sewer system. Bath tissue and human waste are the only things safe to flush. Everything else is trash, including products that claim to be “flushable”.

Sanitary sewer backups or a clogged toilet is not only unpleasant but can also cost time and money. Trash flushed down toilets not only puts your pipes at risk; it is also an increasing problem for the City's sewer system and equipment and can lead to sewage overflows into the creeks and drainage ditches that ultimately end up in the Missouri River. This can also cause backups for your neighbors. Staff will be working to put out some public education through social media.

Staff at the water plant continue to work through several issues. Staff is working with John T. Jones Construction to schedule the pipe replacement at the water plant. We are in the process of getting prices on a pump repair at the collector well and looking at some HVAC improvements at the water plant.

**9) Library Update**

Yankton Community Library is an accredited library at "Enhanced" status through the South Dakota State Library. There are several requirements that have to be fulfilled every three years in order to maintain accreditation status. Some of these requirements include regularly reviewing and updating library policies and strategic, marketing and technology plans for the library. At the highest level of accreditation ("Exemplary" which we are currently working towards), our library Board of Trustees also needs to complete a total of 45 hours of training to help give them a better understanding about the training our staff receive and some of the topics and trends that affect the library world. They are well on their way to successfully completing these hours and are gaining knowledge and tools to equip them to be excellent board members. I am grateful to work with this amazing group of people and for their dedication to our library and our community!

Our summer reading programs have been very well attended so far. We started our summer with a carnival-themed kickoff, had an author visit, a cemetery walk, a visit from Real Reptiles (and a very PACKED meeting room), and painted rocks with messages to make people smile just to name a few! We hope you take time this summer to stop in and see all the fun and exciting things we have going on at the library!

**10) Fire Department Update**

Chief Linke is preparing a mentoring class for officers and personnel who will be on-boarding new volunteers. We are slated to begin training three new members starting July 17. Volunteers are continuing to work on a number of other activities including the updating of organizational bylaws, recruit training, and apparatus specifications.

**11) Monthly reports**

The Joint Powers Solid Waste Authority monthly report is included for your review. Minutes from the Airport Advisory Board are also included.

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 Leon  
City Manager

## FINANCE MONTHLY REPORT

ACTIVITY	MAY 2023	MAY 2022	MAY 2023 YTD	MAY 2022 YTD
<b>UTILITY BILLING:</b>				
<b>Water</b>				
Water Sold (in gallons per 1,000)	50,247 M	45,436 M	223,694 M	213,665 M
Water Billed	\$553,977.16	\$518,550.80	\$2,557,428.48	\$2,465,960.71
Basic Water Fee/Rate per 1000 ga	\$27.51/6.30	\$27.51/6.30		
Number of Accounts Billed	5,591	5,533	27,502	27,249
Number of Bills Mailed	5,591	5,533	27,502	27,249
Total Meters Read	5,976	5,920	29,847	29,557
Meter Changes/pulled	12	7	36	31
Total Days Meter Reading	1	1	5	5
Misreads found prior to billing	0	0	0	0
Customers requesting Rereads	0	0	0	0
<b>Sewer</b>				
Sewer Billed	\$396,083.96	\$349,977.23	\$1,914,797.68	\$1,721,979.34
Basic Sewer Fee/Rate per 1000 ga	\$17.53/\$6.80	\$11.22/\$6.80		
<b>Solid Waste</b>				
Solid Waste Billed	\$110,185.48	\$109,367.70	\$549,222.09	\$544,747.13
Basic Solid Waste Fee	\$23.61	\$23.61		
Tax Billed	\$7,125.89	\$7,072.95	\$35,518.83	\$35,215.21
Misc. Billed	\$3,353.40	\$3,060.00	\$5,338.40	\$5,220.00
<b>Total Utility Billing:</b>	<b>\$1,070,725.89</b>	<b>\$988,028.68</b>	<b>\$5,062,305.48</b>	<b>\$4,773,122.39</b>
<b>Adjustment Total:</b>	<b>(\$60.00)</b>	<b>(\$108.27)</b>	<b>(\$599.78)</b>	<b>(\$318.27)</b>
Misread Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Other Adjustments	\$0.00	\$1.73	(\$419.78)	\$11.73
Penalty Adjustments OFF	(\$100.00)	(\$130.00)	(\$460.00)	(\$430.00)
Penalty Adjustments ON	\$40.00	\$20.00	\$280.00	\$100.00
New Accounts/Connects	190	146	365	320
Accounts Finaled/Disconnects	36	42	196	218
New Accounts Set up	9	2	19	17
Delinquent Notices	422	405	1,874	1,903
Doorknockers	137	124	687	642
Delinquent Call List	85	64	446	317
Notice of Termination Letters	14	11	55	39
Shut-off for Non-payment	9	6	31	21
Delinquent Notice Penalties	\$4,220.00	\$4,050.00	\$18,740.00	\$19,030.00
Doorknocker Penalties	\$1,370.00	\$1,240.00	\$6,870.00	\$6,420.00
<b>Other Office Functions:</b>				
Interest Income	\$239,248.91	\$48,249.48	\$1,079,147.49	\$136,357.72
Interest Rate-Checking Account	5.44%	1.06%		
Interest Rate-CDs	N/A	N/A		
# of Monthly Vendor Checks	117	104		
Payments Issued to Vendors	\$3,239,990.53	\$1,944,116.50	\$12,483,123.13	\$9,936,573.88
# of Employees on Payroll	196	192		
Monthly Payroll	\$542,614.98	\$481,378.15	\$3,011,379.88	\$2,677,692.37

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

**Summit Activities Center Membership Information:**

	Current	Last	Change
○ Active & Fit/Renew Active/Silver Sneakers	126	124	2
○ Adult Annual	64	62	2
○ Adult EFT	43	42	1
○ Adult Monthly	129	123	6
○ City of Yankton Single	55	50	5
○ Firefighter Single	19	19	0
○ 10 Use Punch card	58	59	-1
○ Individual Annual	96	99	-3
○ Individual Monthly	5	8	-3
○ Radio	39	39	0
○ Youth Annual	36	33	3
○ Youth EFT	16	16	0
○ Youth Monthly	73	67	6
<b>Total # of Active Members</b>	<b>759</b>	<b>741</b>	<b>18</b>

- Mid-February 2023- total memberships peaked at 861.
  - Last year at the end of June we had 689 active memberships.
  - In June of 2019 (pre-pandemic), we had 1,044 memberships on the books.
  - Please note the radio trade memberships, for marketing our facilities and programs on the radio stations in town, have been implemented and are reflected in this report.
- Attendance – 2,044 (2,044 SAC, no GL numbers at the time of this report) compared to 1,437 (SAC only) in 2022.
- Total Cash Revenue at the SAC 6/1-15/23 – \$27,425.39 compared to \$17,096.06 in 2022
- Great Life Reimbursement Payment:
  - May 2022: \$2,361.00 (\$1,699.50 – May 2022)

**Thursday, June 15, 2023**

- Summer Programs
  - 1,427 total registrations for first session programs through June 15.
    - 2022- 1,099; 2021- 675; 2019-1,421; 2018- 1,564.

**Saturday, June 3, 2023**

- SAC Library Day Passes Used at SAC
  - 1 Coupons (1 Adult, 1 Kid)

- **Aqua Zumba**
  - Participation – 31 Participants
- **H2O Sculpt**
  - Participation – 0 Participants
- **Power Abs**
  - Participation – 35 Participants
- **Power Yoga**
  - Participation – 23 Participants
- **Prime Time Senior Class**
  - Participation – 47 Participants
- **Strength & Flexibility**
  - Participation – 29 Participants
- **STRONG Nation**
  - Participation – 0 Participants
- **Tabata**
  - Participation – 35 Participants
- **Trim & Tone**
  - Participation – 27 Participants
- **Turbo Kick**
  - Participation – 0 Participants
- **Wake UP**
  - Participation – 8 Participants
- **Water Aerobics Classes**
  - Participation – 85 Participants
- **Work Out Express Class**
  - Participation – 18 Participants
- **Yoga**
  - Participation – 9 Participants
- **Zumba**
  - Participation – 19 Participants
- **Zumba Gold**
  - Participation – 68 Participants

- **Birthday Party Rentals**
  - Participation – 0 Birthday Parties
- **Auxiliary/Main Gym Rentals**
  - Hours Rented – 0 Hours
- **Theater Rentals**
  - Hours Rented – 0 Hours
- **Meeting Rooms**
  - Hours Rented – 0 Hours
- **City Hall Rentals**
  - Hours Rented – 72 Hours
- **Capital Building Rentals**
  - Days Rented – 5
- **Park Shelters**
  - Riverside - 4 Rentals
  - Memorial – 4 Rentals
  - Westside – 0 Rental
  - Meridian Bridge – 0 Rental

<b><i>Huether Aquatic Fitness Classes: First Half of June</i></b>
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- **Aqua Zumba**
  - Participation – 6 Participants
- **Water Fitness**
  - Participation – 36 Participants
- **Yoga**
  - Participation – 14 Participants

Total Huether Family Aquatics Center Passes Sold: 3,290 (3,375 – 2022)

The Huether Family Aquatics Center staff worked with the Yankton Swim Team for the swim meet on June 10 and 11.

**Thursday, June 1-15, 2023 HFAC Library and Utility Passes**

	Library Pass			Utility Pass		
	Adults	kids	coupon	Adults	Kids	coupon
6/1/2023	11	16	7			
6/2/2023	1		1			
6/3/2023	17	27	9			
6/4/2023	4	6	4			
6/5/2023	6	12	6			
6/6/2023	6	20	6			
6/7/2023	8	17	6			
6/8/2023	10	13	7			
6/9/2023						
6/10/2023						
6/11/2023	4	1	2	2	2	1
6/12/2023	2	5	3			
6/13/2023	3	5	3			
6/14/2023	10	23	8			
6/15/2023						

**PARKS**

Luke is working with outside organizations and their special event applications and events for this summer and fall.

Luke has prepared the Saturday morning Kids in the Park events for June.

Luke will be working to have the 4<sup>th</sup> of July fireworks show the night of the 4th.

Luke is preparing the Thursday nights' Music at the Meridian concert series for July and August.

All of the play equipment has been installed at Westside Park. The engineered wood fiber has been placed in the one area that was to have that type of fall protection. The rubber fall material has been installed in the other two areas. The play equipment is open to the public for use. The play system and other play equipment are part of a Land, Water, and Conservation Fund Grant for \$90,000. The grant paperwork was turned in for reimbursement.

Parks Department staff has assembled two of three sets of bleachers and will continue to work on the third set at Riverside Baseball stadium as projects and schedules allow.

The Parks Staff installed the four shade structure canopies the week of June 5 at Sertoma Park.



Todd will be reviewing with the City engineers the topographic map for Riverside Softball Field. That map will be used to help in writing bid specifications for an infield turf project at Riverside Softball Field.

The ball fields at Sertoma Park, Summit Activities Center, and Riverside Park were dragged and prepared for the large youth softball tournament that was held June 16, 17, and 18.

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

The parks staff has and will move bleachers, benches, goals, trash cans, and other items for youth baseball, youth softball, youth soccer, and swim team events which will be taking place in Yankton on weekends in May, June and July.

The parks staff moved picnic tables, trash cans, benches, and other items for Ribfest on Friday, June 9, and then picked up the items on Monday, June 12.

The parks staff has and will be moving picnic tables, trash cans, barricades, and other needed items for the events that take place in the community over the coming months.

Description	Yankton Transfer	Vermillion Landfill	Total Joint	5 Month Budget	Legal 2023 Budget
<b>Joint Power Transfer/Landfill</b>					
<i>Total Revenue</i>	<u>\$708,292.83</u>	<u>\$444,795.33</u>	<u>\$1,153,088.16</u>	<u>\$982,750.00</u>	<u>\$2,358,600.00</u>
<i>Expenses:</i>					
Personal Services	161,486.77	165,030.11	326,516.88	350,011.67	840,028.00
Operating Expenses	136,652.20	275,450.83	412,103.03	442,438.75	1,061,853.00
Depreciation (est)	82,728.95	105,410.00	188,138.95	189,873.33	455,696.00
Trench Depletion	0.00	124,447.02	124,447.02	95,833.33	230,000.00
Closure/Postclosure Resrv	0.00	5,177.53	5,177.53	10,833.33	26,000.00
Amortization of Permit	0.00	833.16	833.16	625.00	1,500.00
<i>Total Operating Expenses</i>	<u>380,867.92</u>	<u>676,348.65</u>	<u>1,057,216.57</u>	<u>1,089,615.42</u>	<u>2,615,077.00</u>
<i>Non Operating Expense-Interest</i>	<u>3,268.87</u>	<u>17,059.42</u>	<u>20,328.29</u>	<u>30,608.75</u>	<u>73,461.00</u>
<i>Landfill Operating Income</i>	<u>324,156.04</u>	<u>(248,612.74)</u>	<u>75,543.30</u>	<u>(137,474.17)</u>	<u>(329,938.00)</u>
<b>Joint Recycling Center</b>					
<i>Total Revenue</i>	<u>0.00</u>	<u>30,787.68</u>	<u>30,787.68</u>	<u>43,958.33</u>	<u>105,500.00</u>
<i>Expenses:</i>					
Personal Services	0.00	90,402.34	90,402.34	109,205.42	262,093.00
Operating Expenses	0.00	81,416.71	81,416.71	55,625.00	133,500.00
Depreciation (est)	0.00	19,860.00	19,860.00	15,833.33	38,000.00
<i>Total Operating Expenses</i>	<u>0.00</u>	<u>191,679.05</u>	<u>191,679.05</u>	<u>180,663.75</u>	<u>433,593.00</u>
<i>Non Operating Expense-Interest</i>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<i>Recycling Operating Income</i>	<u>0.00</u>	<u>(160,891.37)</u>	<u>(160,891.37)</u>	<u>(136,705.42)</u>	<u>(328,093.00)</u>
<i>Total Operating Income</i>	<u>\$324,156.04</u>	<u>(\$409,504.11)</u>	<u>(\$85,348.07)</u>	<u>(\$274,179.58)</u>	<u>(\$658,031.00)</u>
<b>Tonage in Trench:</b>	<u>5/31/2022</u>	<u>5/31/2023</u>			
Asbestos	23.31	27.32	27.32	20.83	50.00
Centerville	124.32	164.82	164.82	458.33	1,100.00
Clay County Garbage	6,168.45	6,871.49	6,871.49	6,041.67	14,500.00
Elk Point	436.61	467.23	467.23	108.33	260.00
Yankton County Garbage	9,659.25	9,727.16	9,727.16	9,958.33	23,900.00
<i>Total Tonage in Trench</i>	<u>16,411.94</u>	<u>17,258.02</u>	<u>17,258.02</u>	<u>16,587.50</u>	<u>39,810.00</u>
Operating Cost per ton			<u>\$61.26</u>	<u>\$67.53</u>	<u>\$67.53</u>

This report is based on the following:

Revenue accrual thru May 31, 2023

Expenses cash thru May 31, 2023 with June bills

Joint Powers Solid Waste Authority  
Financial Report Thru May 31, 2023

Description	Yankton Transfer	Vermillion Landfill	Total Joint	5 Month Budget	Legal 2023 Budget
<b>Source of Funds</b>					
<i>Beginning Balance</i>	\$262,149.47	\$2,536,832.00	\$2,798,981.47	\$2,798,981.47	\$2,798,981.47
<i>Operating Revenue:</i>					
Net Income	324,156.04	(409,504.11)	(85,348.07)	(274,179.58)	(658,031.00)
Depreciation	82,728.95	125,270.00	207,998.95	205,706.67	493,696.00
Trench Depletion	0.00	124,447.02	124,447.02	95,833.33	230,000.00
Amortization of Permit	0.00	833.16	833.16	625.00	1,500.00
<i>Non Operating Revenue:</i>					
Grant	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	625,000.00	1,500,000.00
Contributed Capital	0.00	3,756.00	3,756.00	2,083.33	5,000.00
Sale Proceeds	0.00	0.00	0.00	0.00	0.00
Comp. for Loss & Damage	1,973.69	0.00	1,973.69	0.00	0.00
Fire Related Expenses	0.00	0.00	0.00	0.00	0.00
Interest	0.00	30,317.14	30,317.14	2,083.33	5,000.00
<i>Cash Flow Transfer:</i>					
Joint Power Transfer/Landfill	(340,288.32)	340,288.32	0.00	725,000.00	1,740,000.00
Joint Recycling Center	0.00	0.00	0.00	0.00	0.00
<b>Total Funds Available</b>	<b>330,719.83</b>	<b>2,752,239.53</b>	<b>3,082,959.36</b>	<b>4,181,133.55</b>	<b>6,116,146.47</b>
<b>Application of Funds Available</b>					
<i>Joint Power Transfer/Landfill</i>					
Equipment	169,461.40	44,409.51	213,870.91	234,166.67	562,000.00
Trench	0.00	0.00	0.00	0.00	0.00
Closure/Postclosure Cash Res.	0.00	5,177.53	5,177.53	10,833.33	26,000.00
<i>Joint Recycling Center</i>					
Equipment	0.00	44,409.51	44,409.51	39,166.67	94,000.00
<i>Payment Principal</i>	33,218.94	49,114.18	82,333.12	144,970.42	347,929.00
<i>Appropriation to Reserve</i>	0.00	0.00	0.00	0.00	0.00
<b>Total Applied</b>	<b>202,680.34</b>	<b>143,110.73</b>	<b>345,791.07</b>	<b>429,137.08</b>	<b>1,029,929.00</b>
<b>Ending Balance</b>	<b>\$128,039.49</b>	<b>\$2,609,128.80</b>	<b>\$2,737,168.29</b>	<b>\$3,751,996.47</b>	<b>\$5,086,217.47</b>

<b>Joint Power Transfer/Landfill Description</b>	<b>Yankton Transfer</b>	<b>Vermillion Landfill</b>	<b>Total Joint</b>	<b>5 Month Budget</b>	<b>Legal 2023 Budget</b>
<i>Revenue: (accrual)</i>					
Asbestos	\$0.00	\$1,775.87	\$1,775.87	\$2,500.00	\$6,000.00
Elk Point	0.00	25,931.37	25,931.37	26,000.00	\$62,400.00
Centerville	0.00	9,147.60	9,147.60	5,833.33	14,000.00
Beresford	0.00	0.00	0.00	0.00	0.00
Clay County Garbage	0.00	395,285.76	395,285.76	343,750.00	825,000.00
Compost-Yd Waste-Wood	0.00	1,742.96	1,742.96	3,958.33	9,500.00
Contaminated Soil	0.00	3,388.12	3,388.12	3,125.00	7,500.00
White Goods	0.00	736.75	736.75	2,500.00	6,000.00
Tires	0.00	6,171.90	6,171.90	4,166.67	10,000.00
Electronics	0.00	315.00	315.00	2,500.00	6,000.00
Other Revenue	4,356.78	300.00	4,656.78	2,125.00	5,100.00
Cash long	(3.03)	0.00	(3.03)	0.00	0.00
Rubble	19,326.59	0.00	19,326.59	21,666.67	52,000.00
Transfer Fees	680,691.89	0.00	680,691.89	562,500.00	1,350,000.00
Metal	3,920.60	0.00	3,920.60	2,083.33	5,000.00
Other Operational - Solid Waste	0.00	0.00	0.00	41.67	100.00
<b>Total Revenue</b>	<b>708,292.83</b>	<b>444,795.33</b>	<b>1,153,088.16</b>	<b>982,750.00</b>	<b>2,358,600.00</b>
<i>Expenses: (cash)</i>					
Personal Services	161,486.77	165,030.11	326,516.88	350,011.67	840,028.00
Insurance	23,259.48	7,396.85	30,656.33	13,886.67	33,328.00
Professional Service/Fees	17,779.73	39,645.05	57,424.78	79,166.67	190,000.00
Non Professional Fees	0.00	0.00	0.00	0.00	0.00
Processing- Reduction	0.00	11,297.60	11,297.60	5,000.00	12,000.00
State Fees	0.00	17,258.02	17,258.02	19,375.00	46,500.00
Professional - Legal/Audit	1,101.60	0.00	1,101.60	1,145.83	2,750.00
Publishing & Advertising	0.00	223.17	223.17	1,166.67	2,800.00
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	34.59	73,878.09	73,912.68	27,500.00	66,000.00
Motor vehicle repair	0.00	2,168.92	2,168.92	10,208.33	24,500.00
Vehicle fuel & maintenance	64,555.95	21,060.69	85,616.64	114,583.33	275,000.00
Equip, Mat'l & Labor	6,377.41	0.00	6,377.41	27,083.33	65,000.00
Building repair	1,426.88	5,878.57	7,305.45	10,000.00	24,000.00
Facility repair & maintenance	0.00	2,246.82	2,246.82	14,583.33	35,000.00
Postage	207.36	5.92	213.28	354.17	850.00
Office supplies	388.64	95.96	484.60	1,458.33	3,500.00
Copy supplies	174.26	18.13	192.39	156.25	375.00
Uniforms	176.95	1,861.84	2,038.79	3,125.00	7,500.00
Small Tools & Hardware	384.99	0.00	384.99	104.17	250.00
Travel & Training	0.00	951.90	951.90	1,875.00	4,500.00
Operating supply	0.00	68,600.12	68,600.12	76,083.33	182,600.00
Electricity	4,053.47	6,497.42	10,550.89	12,916.67	31,000.00
Heating Fuel - Gas	13,926.05	13,998.17	27,924.22	18,958.33	45,500.00
Water	1,383.28	242.40	1,625.68	1,500.00	3,600.00
WW service	1,037.84	0.00	1,037.84	541.67	1,300.00
Landfill	94.44	0.00	94.44	125.00	300.00
Telephone	289.28	2,125.19	2,414.47	1,333.33	3,200.00
Depreciation (est)	82,728.95	105,410.00	188,138.95	189,873.33	455,696.00
Trench Depletion		124,447.02	124,447.02	95,833.33	230,000.00
Closure/Postclosure Resrv		5,177.53	5,177.53	10,833.33	26,000.00
Amortization of Permit		833.16	833.16	625.00	1,500.00
<b>Total Op Expenses</b>	<b>380,867.92</b>	<b>676,348.65</b>	<b>1,057,216.57</b>	<b>1,089,615.42</b>	<b>2,615,077.00</b>

<b>Joint Power Transfer/Landfill Description</b>	<b>Yankton Transfer</b>	<b>Vermillion Landfill</b>	<b>Total Joint</b>	<b>5 Month Budget</b>	<b>Legal 2023 Budget</b>
<i>Non Operating Expense-Interest</i>	3,268.87	17,059.42	20,328.29	30,608.75	73,461.00
<i>Bond Issuance Costs</i>	0.00	0.00	\$0.00	0.00	10,000.00
<i>Operating Income (Loss)</i>	\$324,156.04	(\$248,612.74)	\$75,543.30	(\$137,474.17)	(\$339,938.00)
<i>Capital:</i>					
Capital Outlay	\$169,461.40	\$44,409.51	\$213,870.91	\$234,166.67	\$562,000.00
Landfill Development	0.00	96,500.00	96,500.00	655,833.33	\$1,574,000.00
Capital Lease	0.00	0.00	0.00	0.00	\$0.00
<i>Total Capital Expenditures</i>	\$169,461.40	\$140,909.51	\$310,370.91	\$890,000.00	\$2,136,000.00
<i>Grant Reimbursement</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Federal Grant thru State</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Equipment Sale Proceeds</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Cash Flow Transfer</i>	(\$340,288.32)	\$340,288.32	\$0.00	\$0.00	\$0.00
<i>Tonage in Trench:</i>					
Asbestos		27.32	27.32	20.83	50.00
Centerville Garbage		164.82	164.82	458.33	1,100.00
Clay County Garbage		6,871.49	6,871.49	6,041.67	14,500.00
Elk Point		467.23	467.23	108.33	260.00
Yankton County Garbage		9,727.16	9,727.16	9,958.33	23,900.00
<i>Total Tonage in Trench</i>		17,258.02	17,258.02	16,587.50	39,810.00
<i>Operating Cost per ton</i>			\$61.26	\$67.53	\$67.53

<b>Joint Recycling Center</b>	Yankton	Vermillion	Total	5 Month	Legal
Description	Transfer	Center	Joint	Budget	2023 Budget
<i>Revenue:</i>					
Tipping Fees	\$0.00	0.00	\$0.00	0.00	0.00
Metal/Tin	0.00	3,556.42	3,556.42	1,041.67	2,500.00
Plastic	0.00	9,969.20	9,969.20	6,250.00	15,000.00
Aluminum	0.00	6,618.48	6,618.48	6,666.67	16,000.00
Newsprint	0.00	902.25	902.25	3,750.00	9,000.00
Cardboard	0.00	9,597.26	9,597.26	20,833.33	50,000.00
High Grade Paper	0.00	0.00	0.00	2,083.33	5,000.00
Other Material	0.00	144.07	144.07	3,333.33	8,000.00
Contributions/Operating Grants	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>	<b>0.00</b>	<b>30,787.68</b>	<b>30,787.68</b>	<b>43,958.33</b>	<b>105,500.00</b>
<i>Expenses:</i>					
Personal Services	0.00	90,402.34	90,402.34	109,205.42	262,093.00
Insurance	0.00	1,337.89	1,337.89	1,000.00	2,400.00
Professional Service/Fees	0.00	764.10	764.10	208.33	500.00
Hazardous Waste Collection	0.00	55,593.10	55,593.10	20,833.33	50,000.00
Professional-Legal	0.00	0.00	0.00	0.00	0.00
Publishing & Advertising	0.00	274.80	274.80	625.00	1,500.00
Rental	0.00	0.00	0.00	0.00	0.00
Equipment repair	0.00	1,942.34	1,942.34	3,958.33	9,500.00
Vehicle repair & maintenance	0.00	360.57	360.57	291.67	700.00
Vehicle fuel	0.00	1,989.90	1,989.90	2,500.00	6,000.00
Building repair & maintenance	0.00	2,136.97	2,136.97	1,250.00	3,000.00
Postage	0.00	1.48	1.48	20.83	50.00
Freight	0.00	4,960.00	4,960.00	7,708.33	18,500.00
Office supplies	0.00	5.72	5.72	416.67	1,000.00
Uniforms	0.00	0.00	0.00	312.50	750.00
Materials Purchases	0.00	1,021.40	1,021.40	1,875.00	4,500.00
Travel & Training	0.00	1,269.20	1,269.20	833.33	2,000.00
Operating Supplies	0.00	39.94	39.94	4,166.67	10,000.00
Copy Supply	0.00	59.11	59.11	83.33	200.00
Electricity	0.00	2,267.08	2,267.08	2,708.33	6,500.00
Heating Fuel-Gas	0.00	4,798.56	4,798.56	2,083.33	5,000.00
Water	0.00	147.32	147.32	270.83	650.00
WW service	0.00	652.00	652.00	500.00	1,200.00
Telephone	0.00	577.88	577.88	354.17	850.00
Revenue Sharing	0.00	1,217.35	1,217.35	3,625.00	8,700.00
Depreciation (est)	0.00	19,860.00	19,860.00	15,833.33	38,000.00
<b>Total Op Expenses</b>	<b>0.00</b>	<b>191,679.05</b>	<b>191,679.05</b>	<b>180,663.75</b>	<b>433,593.00</b>
<b>Non Operating Expense-Interest</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Operating Income (Loss)</b>	<b>\$0.00</b>	<b>(\$160,891.37)</b>	<b>(\$160,891.37)</b>	<b>(\$136,705.42)</b>	<b>(\$328,093.00)</b>
<b>Capital Outlay</b>	<b>\$0.00</b>	<b>\$44,409.51</b>	<b>\$44,409.51</b>	<b>\$39,166.67</b>	<b>\$94,000.00</b>
<b>Grant Reimbursement/Donations</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Cash Flow Transfer</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

This report is based on the following:

Revenue accrual thru May 31, 2023

Expenses cash thru May 31, 2023 with June bills

2023 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	54,907.34	(28,593.80)	26,313.54	3,011.04	52.80	0.00	(15,156.68)	(15,156.68)	54,907.34	(43,750.48)	11,156.86
February	21,977.75	(80,063.90)	(58,086.15)	2,658.23	89.93	0.00	(19,218.14)	(19,218.14)	21,977.75	(99,282.04)	(77,304.29)
Subtotal	76,885.09	(108,657.70)	(31,772.61)	5,669.27	70.21	0.00	(34,374.82)	(34,374.82)	76,885.09	(143,032.52)	(66,147.43)
March	33,691.86	(48,590.14)	(14,898.28)	3,332.59	58.66	0.00	(23,601.62)	(23,601.62)	33,691.86	(72,191.76)	(38,499.90)
Subtotal	110,576.95	(157,247.84)	(46,670.89)	9,001.86	71.10	0.00	(57,976.44)	(57,976.44)	110,576.95	(215,224.28)	(104,647.33)
April	81,960.57	(80,218.89)	1,741.68	3,692.82	64.60	0.00	(29,199.77)	(29,199.77)	81,960.57	(109,418.66)	(27,458.09)
Subtotal	192,537.52	(237,466.73)	(44,929.21)	12,694.68	69.20	0.00	(87,176.21)	(87,176.21)	192,537.52	(324,642.94)	(132,105.42)
May	134,887.39	5,913.41	140,800.80	4,563.34	39.16	0.00	(73,715.16)	(73,715.16)	134,887.39	(67,801.75)	67,085.64
Subtotal	327,424.91	(231,553.32)	95,871.59	17,258.02	61.26	0.00	(160,891.37)	(160,891.37)	327,424.91	(392,444.69)	(65,019.78)

6/7/2023

City of Yankton Transfer Station  
Landfill Tons

Date	City					Sub-Total	All Other	Total Transfer
	Compactors (577)	Janssen (547)	Arts (586)	Loren Fischer (648)	Kortan (673)			
January 2023	254.54	529.24	417.71	71.17	30.29	1,048.41	423.28	1,726.23
February 2023	215.76	507.35	405.54	55.01	29.26	997.16	375.85	1,588.77
March 2023	261.67	572.16	479.40	65.48	41.13	1,158.17	535.73	1,955.57
April 2023	257.22	574.36	540.02	58.16	34.50	1,207.04	855.06	2,319.32
May 2022	307.89	707.72	605.55	54.83	37.61	1,405.71	704.99	2,418.59
2023 Total	1,297.08	2,890.83	2,448.22	304.65	172.79	5,816.49	17,675.91	24,789.48
January 2022	258.69	515.97	411.98	59.08	29.31	1,016.34	331.11	1,606.14
February 2022	217.91	548.02	370.93	67.84	29.20	1,015.99	304.16	1,538.06
March 2022	262.23	665.38	479.74	61.13	35.34	1,241.59	536.56	2,040.38
April 2022	249.31	581.31	446.18	65.70	36.42	1,129.61	682.08	2,061.00
May 2022	279.47	705.94	565.54	64.83	36.49	1,372.80	680.16	2,332.43
June 2022	284.91	790.62	532.96	55.20	45.33	1,424.11	664.58	2,373.60
July 2022	266.85	664.17	513.64	71.59	41.42	1,290.82	685.21	2,242.88
August 2022	299.82	727.50	588.65	62.56	36.52	1,415.23	650.07	2,365.12
September 2022	279.11	666.71	464.24	91.13	43.62	1,265.70	738.06	2,282.87
October 2022	257.32	657.02	481.32	78.30	32.91	1,249.55	571.62	2,078.49
November 2022	270.52	557.40	442.87	65.99	31.40	1,097.66	426.01	1,794.19
December 2022	246.35	517.11	401.13	63.76	37.87	1,019.87	377.63	1,643.85
2022 Total	3,172.49	7,597.15	5,699.18	807.11	435.83	14,539.27	6,647.25	24,359.01





# City of Yankton

## Airport Advisory Board Meeting Minutes For

May 17<sup>th</sup>, 2023

The May 17<sup>th</sup>, 2023 Airport Advisory Board Meeting was called to order at 8:03AM by Chairman Jim Cox.

### **ROLL CALL:**

Present from the Airport Advisory Board: Jim Cox, Steve Hamilton, Rick Daugherty, Dan Specht, and City Commission Representative Tony Maibaum.

Present from the City of Yankton: Adam Haberman, Mike Roinstead, Brad Moser, Brooke Goeden, and Trevor Paulsen (YKN intern).

Unable to attend: Mary Boyer and Jake Hoffner

### **Minutes from April 26<sup>th</sup>, 2023**

**23-09 MOTION** -- It was moved by Daugherty and seconded by Hamilton to approve the minutes of the April 26<sup>th</sup>, 2023 Airport Advisory Board Meeting.

**VOTE** - Voting "Aye" - all members present. Voting "Nay" - none.

**MOTION – PASSED**

### **Monthly Fuel Report:**

Mike Roinstead provided the monthly fuel report for April 2023. In April 2023, there were 58 transactions, totaling 3,752.0 gallons sold. For comparison, in April 2022, there were 56 transactions, totaling 6,719.3 gallons sold.

### **Staff Report:**

Adam Haberman stated there will be a power outage at the airport tomorrow (Thursday, May 18<sup>th</sup>, 2023) from 8:00AM-2:00PM. Northwestern Energy will be changing out boxes along the airport. This power outage will affect the corporate hanger, runway lights and Bob's building.

Haberman also stated there is a plumber lined up to do work on the airport's irrigation system sometime in June 2023.

Haberman confirmed that all 2023 seasonal help has started as of last week.

Mike Roinstead spoke about an Airports Needs Working Group that he has recently joined. The purpose of this working group is to come up with ideas for airport funding. Roinstead stated a new bill was introduced in 2022, but was rejected at the State level. Therefore, this working group will gather information and submit to legislatures in a collective effort to get more funding for airports.

Roinstad moved on to discuss an upcoming United States geological survey using airplanes and stated there will be aircrafts flying around the region at lower altitudes collecting data.

**Corporate Hangar:**

Staff is preparing a memo for May 22<sup>nd</sup>, 2023 Commission Meeting. This memo will also include a lease agreement that was discussed and approved by all parties involved.

**North Taxilane & Access Road Project Update:**

Adam Haberman confirmed that Double H Paving was lowest bidder for the project. City Commission awarded that bid at the May 8<sup>th</sup>, 2023 Commission Meeting, contingent on grant funding.

**Other Business:**

A few airport events to keep in mind in the upcoming months:

Saturday, May 20<sup>th</sup>, 2023 → Airport clean up

Saturday, June 10<sup>th</sup>, 2023 → Young Eagles event

Monday, July 24<sup>th</sup>, 2023 to Sunday, July 30<sup>th</sup>, 2023 → 2023 EAA AirVenture Oshkosh Fly-In and Convention

**Adjournment**

**23-10 MOTION** –It was moved by Specht and seconded by Daughtery to adjourn the meeting.  
**VOTE** – Voting “Aye” – all members present. Voting “Nay” – none.

Meeting adjourned at 8:24AM

Respectfully Submitted,

Adam Haberman, Secretary

***Memorandum #23-113***

*To: City Manager*  
*From: Finance Officer*  
*Date: June 14, 2023*  
*Subject: Special Events Dance for Elks Lodge 994, Outdoor Event.*

We have received the following application from Elks Lodge 994 for an Outdoor Event.

Special Events Dance July 8, 2023.

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



Al Viereck  
Finance Officer

NOTICE OF HEARING UPON APPLICATION  
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN that an application has been received by the Board of City Commissioners of the City of Yankton, South Dakota, for the transfer of ownership and location of a Retail (on-off sale) Malt Beverage & SD Farm Wine License for June 30, 2023, to July 1, 2024, from Morgen, LLC d/b/a South Point Gaming Lounge (Kirby Muilenburg, President), 1101 Broadway, Suite 109 to Morgen, LLC d/b/a South Point Gaming Lounge 5 (Kirby Muilenburg, President), 1101 Broadway Suite 107B, Yankton, S.D.

NOTICE IS FURTHER GIVEN that a Public Hearing upon the application will be held on Monday, July 10th, 2023 at 7:00 p.m. in the City of Yankton Community Meeting Room at the Career Manufacturing Technical Education Academy, 1200 West 21<sup>st</sup> Street, Yankton, South Dakota, where any person or persons interested in the approval or rejection of the above application may appear and be heard.

Dated at Yankton, South Dakota  
this 26<sup>th</sup> day of June, 2023.



Al Viereck  
FINANCE OFFICER

NOTICE OF HEARING UPON APPLICATION  
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN that an application has been received by the Board of City Commissioners of the City of Yankton, South Dakota, for the transfer of ownership and location of a Retail (on-sale) Liquor License for January 1, 2023, to December 31, 2023, from JoDean Corp. d/b/a JoDeans (John Nielson, Owner), 2809 Broadway, Yankton, S.D. to Morgen, LLC d/b/a South Point Gaming Lounge 5 (Kirby Muilenburg, President), 1101 Broadway Suite 109, Yankton, S.D.

NOTICE IS FURTHER GIVEN that a Public Hearing upon the application will be held on Monday, July 10th, 2023 at 7:00 p.m. in the City of Yankton Community Meeting Room at the Career Manufacturing Technical Education Academy, 1200 West 21<sup>st</sup> Street, Yankton, South Dakota, where any person or persons interested in the approval or rejection of the above application may appear and be heard.

Dated at Yankton, South Dakota  
this 26<sup>th</sup> day of June, 2023.



Al Viereck  
FINANCE OFFICER

NOTICE OF HEARING UPON APPLICATION  
FOR SALE OF ALCOHOLIC BEVERAGES

NOTICE IS HEREBY GIVEN that an application has been received by the Board of City Commissioners of the City of Yankton, South Dakota, for a Special Events Malt Beverage (on-sale) Retailers License and a Special (on-sale) Wine Retailers License for 1 day, August 12th, 2023, from The Center (Kriss Thury, Executive Director), 900 Whiting Drive, Yankton, South Dakota.

NOTICE IS FURTHER GIVEN that a Public Hearing upon the application will be held on Monday, July 10, 2023 at 7:00 p.m. in the City of Yankton Community Meeting Room at the Career Manufacturing Technical Education Academy, 1200 West 21<sup>st</sup> Street, Yankton, South Dakota. where any person or persons interested in the approval or rejection of the above application may appear and be heard.

Dated at Yankton, South Dakota  
this 26<sup>th</sup> day of June, 2023.



Al Viereck  
FINANCE OFFICER

**Memorandum #23-109**

*To: City Manager*  
*From: Finance Department*  
*Date: June 14, 2023*  
*Subject: Special Events Liquor License for VFW*

We have received an application for a Special Events RETAIL (on-sale) Liquor License for 1 day, August 13th, 2023, from VFW, Inc., 209 Cedar Street, Yankton, SD at The Meridian Venue, 101 E. 3<sup>rd</sup> Street, Yankton, SD.

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



Al Viereck  
Finance Officer



***Memorandum #23-110***

*To: City Manager*  
*From: Finance Department*  
*Date: June 14, 2023*  
*Subject: Special Events Liquor License-Ben's Brewing Co.*

We have received an application for a Special Events Retail (on-sale) Liquor License for 7 days (July 6, 13, 20, 27, and August 3, 10, 17, 2023) from Ben's Brewing Co. (Ben Hanten, Owner), 222 West 3<sup>rd</sup> Street, Music at the Meridian, 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 #23-111***

*To: City Manager*  
*From: Finance Department*  
*Date: June 14, 2023*  
*Subject: Special Events (on-sale) Liquor License for Elk's Lodge*

We have received an application for a Special Events RETAIL (on-sale) Liquor License for 1 day, July 8, 2023, from BPO Elks Lodge 994 d/b/a Elks Lodge 994 (Joe Sparks, President), 504 W. 27<sup>th</sup> Street, NFAA, 800 Archery Lane, Yankton, S.D.

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



Al Viereck  
Finance Officer

**Memorandum #23-112**

*To: City Manager*  
*From: Finance Department*  
*Date: June 13, 2023*  
*Subject: Special Events Liquor License-Mojo's 3<sup>rd</sup> Street Pizza*

We have received an application for a Special Events (on-sale) Liquor License for Saturday, September 2<sup>nd</sup>, 2023 from Stripes, Inc., (Jeff Dayhuff, President) d/b/a Mojo's 3<sup>rd</sup> Street Pizza, Meridian Venue, 101 E. 3<sup>rd</sup> Street, Yankton, South Dakota.

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

## *Second Reading and Public Hearing*

### *Memorandum #23-114*

**To:** Amy Leon, City Manager  
**From:** Adam Haberman, Public Works Director  
 Jason Foote, Chief of Police  
 Dave Mingo, Community and Economic Development Director  
**Subject:** Proposed Parking Ordinance Amendment #1073  
**Date:** June 19, 2023

---

The attached ordinance amendment regarding parking on non-snow emergency routes and in municipal parking lots after snow emergencies clears up a confusing part of the current language. The existing language leaves out the reference to municipal lots in the second sentence even though the first sentence specifically references them as included in the provision. The intention and application of the code has always been to include both types of parking in the ordinance. This very minor change in wording puts the City in a more defensible position.

We also have another type of difficulty managing downtown parking lot situations during snow events. There appears to be a need to consider extending the time limit in some areas. Residential occupancies downtown make it somewhat difficult for people to strictly adhere to the time limit and we feel a number of spots at strategic locations could be considered for longer term parking.


These slight adjustments and the addition of the "exception" in the ordinance are essentially a housekeeping measure that will help all involved departments and the public. Any future consideration of posting official time limits in municipal lots will come before the City Commission in the form of a resolution.

Respectfully submitted,

Adam Haberman, Jason Foote and Dave Mingo

**Recommendation: Staff recommends approval of the attached Ordinance #1073.**

I concur with this recommendation.  
 I do not concur with this recommendation.

  
 \_\_\_\_\_  
 Amy Leon, City Manager

**ORDINANCE NO. 1073**

**AN ORDINANCE AMENDING CERTAIN LANGUAGE IN IDENTIFIED SECTIONS  
OF CHAPTER 21, ARTICLE V**

**BE IT ORDAINED, BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF  
YANKTON, SOUTH DAKOTA THAT:**

**Section 1.**

Chapter 21, Article V, Sec. 21-129 paragraph (4) of the revised Code of Ordinances shall be amended to clarify and further define the time limits for obstructions and encroachments in streets and municipal parking lots.

Sec. 21-129. - Obstructions and encroachments.

- (4) Vehicles parked on non-snow emergency routes ~~and~~ or in municipal parking lots in excess of twenty-four (24) hours after a snow emergency has been declared shall be ticketed for violation. Any such vehicle so ticketed remaining on a street or in a municipal parking lot forty-eight (48) hours after a snow emergency has been declared shall be subject to towing.

Exception: Vehicles parked in municipal parking lots having official posted time limits on site shall be subject to the time limits posted and therefore not subject to the provisions of (4) above.

**Section 2.** Saving Clause.

Should any section, clause, or provision of this ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

**Section 3.** Effective Clause.

This ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

Adopted:

1st Reading:

2nd Reading:


Publication Date:

Effective Date:

\_\_\_\_\_  
Stephanie Moser, Mayor

Attest:

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

**TO:** Mayor and City Commissioners  
**FROM:** Amy Leon, City Manager   
**DATE:** June 21, 2023  
**RE:** SAC Taskforce

---

At the City Commission meeting on June 12, 2023, the City Commission voted to place on the agenda the extension of the Summit Activities Taskforce.

Attached are the original recommendations brought forward to the City Commission associated with the taskforce work as well as the agenda and detailed notes from the taskforce meetings. These documents include ideas and suggestions as well as recommendations for consideration. There are no additional notes from the April 3 or April 17, 2023 meetings. These meetings included the rates discussion and general recommendations that would be made to the City Commission on April 24.

Staff respectfully requests clear direction in any motion made by the City Commission associated with this request.

**Recommendation:**


**It is recommended that the City Commission take action on this item by providing staff a very clear understanding of how the City Commission chooses to move forward with the taskforce.**



## MEMORANDUM # 23-71



**TO:** Yankton City Commission

**FROM:** Summit Activities Center Taskforce  
Amy Leon, City Manager 

**DATE:** April 20, 2023

**RE:** Summit Activities Center Taskforce Recommendations

---

As you are aware, the Mayor and City Commission established a Summit Activities Taskforce to gain input and feedback on the operation of the facility. The goal of the Summit Activities Taskforce was to develop recommendations to improve operations, grow membership, and better promote the use of the facility.

The taskforce was comprised of the following individuals.

- Mayor Stephanie Moser
- Commissioner Mason Schramm
- Vince Jenness
- Brian Bertsch
- Jason Bietz (YSD liaison)
- Charlie Gross
- Gina Haak
- Brian Hunhoff
- Cody Kneifl
- Sam Mason
- Jacelyn Mueller
- Larry Ness

City Staff assisting the taskforce included the following individuals.

- Amy Leon, City Manager
- Todd Larson, Director of Parks, Recreation, and City Events
- Luke Youmans, Aquatics, Recreation, City Events Manager
- AL Viereck, Finance Officer
- Lisa Yardley, Deputy Finance Officer

The taskforce met every other Monday evening from 6:30 to 8:00 pm between January 16 and April 17. At each meeting, the SAC Taskforce took on topics for discussion such as programming, rates, SAC financials, marketing, and membership.

### Considerations

- It should be noted that some changes associated with SAC Taskforce recommendations were implemented immediately following the taskforce meeting. These were primarily operational in nature with minimal budgetary implications.
- In addition, it should be noted that as part of the work of the taskforce a survey is being conducted to further query SAC members and the community at large about the facility and its operation. When this information becomes available, additional recommendations may be brought forward by staff for the City Commission to consider.
- Please also note that the following is a summary only. Notes from each of the meetings conducted by the taskforce are available to the City Commission or public.
- It should also be noted that the taskforce had robust discussion and the recommendations are reflected in consensus and compromise.
- Tonight, we would like to present these findings, answer any questions you have, and consider additional input. No action is required this evening. There will be items recommended that will be brought forward to you that will require action at future City Commission meetings.

A mission statement for the Summit Activities Center was established.

**The mission of the Summit Activities Center is to provide everyone with an affordable, indoor, family friendly fitness and recreation facility.**

Below is a summary of our work and the recommendations.

### Recommendations implemented and operational adjustments since fall of 2022 which are currently part of the SAC operational model include the following:

- City staff worked with YSD to keep doors locked at bottom of the back hallway stairs so YHS athletes and students cannot get upstairs to fitness area without checking in at front desk. This is also a safety measure for YSD students in the High School and SAC Members having access to school areas.
- Worked with YSD to have door handles changed at school hallway entrance so they are not push-panic doors and the high school students won't have access to our facility through that hallway. We want everyone to come in through the front doors to help with "everyone needs to



be a member or purchase a day pass” efforts. This is also a safety measure for YSD High School Students and SAC Members having access to school areas.

- Cleaned up, painted, installed new flooring, and started utilizing the Yankton College Office space for fitness classes.
- Fruit and coffee on Fridays in the lobby.
- Added a full line-up of fitness classes; both on land and in water (approximately 14 different classes including yoga.)
- Added pickleball opportunity in the auxiliary gym.
- Promoting day-pass can be used to access all fitness classes on that day.
- Created a day pass to give to new utility customers at City Hall to try and get them into the Summit Activities Center to experience the facility.
- Implemented QR codes for marketing.
- Intentional about keeping the SAC facility in the forefront of citizen’s minds (for example SAC float entry at Yankton Homecoming parade in fall of 2022).

**Additional recommendations from SAC Taskforce for consideration:**

Taskforce members recommend a new rate structure with incentivized rates for families.

It is recommended an incentivized introductory rate be offered to current *and* new members from October 1 until December 31, 2023, to attract new and reward existing members. This will be a rate increase over current rates. On January 1, 2024, a second rate increase will take place. The rates will be evaluated annually during budget preparations from April to June. Rates are set by resolution.

It is recommended staff work with United Way or other entity to establish an avenue for youth in need to become members. SAC day passes will also be available for check out at the Yankton Community Library.

The Taskforce accepts that the facility will operate at a loss and therefore require a transfer from the general fund. While a specific amount was not set associated with acceptable loss, a benchmark of the should be a cost recovery of 65% or higher. The taskforce noted the City Commission would have to be aware of large capital expenditures that will easily skew this number (especially capital the City participates in on the school end of the building- like classrooms, carpet, theater, commons area, or outside areas such as the roof, parking lots, etc.). Those years would be more difficult to use this type of formula.

Taskforce recommends staff conducts an annual financial analysis of the facility for the City Commission to consider. Further, the taskforce recommends an annual evaluation of rates and make recommendations to balance affordability with being good stewards of tax payer and membership dollars. Again, both of these items would take place during the annual budget preparations from April to June.

The taskforce recognizes the unique and potentially difficult position the City of Yankton is in with the facility being shared and guided by a complex operating agreement involving the Yankton School District. The SAC Taskforce recommends the City negotiate full use of the Yankton College space for fitness classes. A multiple-year agreement for use of this space is critical to continuing fitness classes.

The taskforce recommends a new layout in the upstairs weight training and former wrestling space. Ideas include moving some of the weight and/or cardio equipment to the wrestling space area and upgrading the flooring in the current fitness/cardio area. The taskforce further recommends leaving half of the vertical length of the space for members using free weights or using the open space for High Intensity Interval Training (HIIT) type workouts. Additionally, the SAC Taskforce understands that this is a shared space with the Yankton School District to be negotiated and could be needed in the future for a school use (such as wrestling).

The Summit Activities Center Taskforce recommends the City Commission consider an ordinance change to Article 4 section 2.77 of the City of Yankton Code of Ordinance as it pertains to the composition of the Parks Advisory Board to require representation of Summit Activity Center Members. Consider increasing the number on the board be changed from 7 to 9 with two members being placed on the Advisory Board to represent the Summit Activities Center Members and interests (not GreatLIFE members utilizing the SAC facility).

Following evaluation of the survey results, the Summit Activities Center taskforce recommends that staff bring forward capital requests and operational changes to the SAC based on the results that are relevant to the SAC mission statement while driving revenue and membership.

The SAC Taskforce recommends the City increase its budget for marketing and advertising for the facility. For the upcoming year, all advertising and marketing was done on an equal trade value agreement with advertising entities. This can continue in years to come, if desired. The SAC Taskforce believes it is important to keep the SAC in the forefront of people's minds. In the future, the City may want to explore naming rights or advertising sponsorships. At this time, however, the group decided that the amount of monetary gain may be relatively low compared to the staff costs of pursuing sponsorships.

The Taskforce recognizes that the fitness industry has changed and will continue to change. While they do not recommend actively pursuing a third-party operator, they do recommend we be receptive and open to explore creative partnerships in the future. The SAC Taskforce also understands that the City is in a unique position and maybe unable to be as flexible with its ability to develop partnerships due to the fact that the City does not have full control of the space.

The SAC Taskforce recognizes a current partnership exists with GreatLIFE Golf and Fitness. The taskforce encourages the City to continue to seek strategies that are in the best interest of the City when negotiating contracts and terms with GreatLIFE.

The SAC Taskforce recommends the City focus on promoting aspects of the facility that are unique and can offer experiences not otherwise available in the community. An example of this would be indoor aquatics programming.

## SAC TASK FORCE RECOMMENDATIONS

### SAC Operation Adjustments since Fall of 2022:

- Worked with YSD to keep doors locked at bottom of stairs so YHS athletes and students cannot get upstairs to fitness area without checking in at front desk.
  - Will work with YSD to have door handles changed at school hallway entrance so they are not push-panic doors and the high school students won't have access to our facility through that hallway. We want everyone to come in through the front doors to help with "everyone needs to be a member or purchase a day pass" efforts.
- Locked door to upstairs office and do not allow part-time staff into the office during their work shifts.
- Cleaned up, painted, and started utilizing the Yankton College Office space for fitness classes.
- Free fruit and coffee on Fridays in the lobby.
- Added a full line-up of fitness classes- both on land and in water (approximately 14 different classes)
  - Added Yoga
- Added pickle ball courts in SAC Aux. gym
- Created an SAC mission statement: Provide everyone with an affordable, indoor, family-friendly fitness and recreation facility
- Promoting the fact that a day-pass can be used to access all fitness classes on that day.
- Created a day pass to give to new utility customers at City Hall to try and get them into the SAC facility to see all that it has to offer.
  - Goal: convert to memberships because the facility sells itself.
- Implementing QR codes on marketing materials so people can get to our website with mobile devices.

### SAC Task Force Recommendations for future changes:

- Weekend hours- expand summer weekend hours to 7:00pm on weekends.
- Weekend hours all year long- open at 7:00am instead of 8:00am.
- Have a fitness facility and equipment industry rep examine facility and give recommendations on how to make the upstairs areas more appealing to all users.
  - Move cardio and selectorized weight equipment to fitness side to create more space on free-weights equipment side.
  - Surplus hack squat machine and add a leg press.
  - Replace the majority of dumbbells.
  - Replace weight equipment side carpet with a sport flooring.
  - Replace cardio equipment in future.
- Create new rate structure including memberships and day passes.
  - Stay family friendly and affordable.
- Each year at budget preparation time (April – June), analyze the past year's SAC financials and then determine operation plan for upcoming year.
- Analyze SAC Membership rates annually at budget preparation time (April – June).

## SAC Task Force Recommendations for future changes continued:

- Do a member survey to see if there is interest in spin class or aqua spin class.
- Do a member survey to see if members would like fitness social groups to join with tracking and rewards (triathlon club, running-club, walking-club, mile-club, swim-club)
- Add- Mom & Me, Dad & Me- introductory to fitness classes.
- Add- Equipment demonstration classes.
- Introductory classes for proper equipment and weight use upstairs
- Work with KYNT, WNAX, and KVHT to market the SAC on radio.
  - Heaviest amount of marketing for SAC will be in September through February. March through August will be minimal but will still maintain a presence.
    - The gym industry nationwide is only predicted to have a [growth rate](#) of 7.21% per year through 2030.
    - 800 members x 10% growth = 80 new members in a year.
    - In the United States, **39% of Americans** hold gym memberships
    - 22,000 population in Yankton county= 8,580 gym members.
- Examine costs to have a banner on Press & Dakotan website.
- Utilize city utility billing for marketing a couple of times a year
- Create a day pass check-out for library patrons. Good for admitting two adults and up to six children.
  - Limited to twice a month per adult library card.
  - Get people into SAC and then convert to memberships because the facility sells itself.
  - Realize this program is more of an outreach program for those who may not be able to afford a membership or day pass for their families.
- Add Hoyer lift to aquatics area.
- Update TV's upstairs.
- Create a new brand for the SAC (logo, tag line, marketing)
- Utilize logos and tag lines on walls throughout facility to try and change the institutional feel.
- Participate in public events to boost exposure of facility:
  - Parades: RBD, homecoming, Lancer Days, Parade of Lights, other events
  - Booth at City events (Kids in the Park, Music at the Meridian, Touch-A-Truck)
  
- Negotiate with YSD for new 5-year Common Use Facility agreement and have the Yankton College Office space in the agreement as City of Yankton use for that 5-year term.
- Negotiate with GL for a larger check-in fee or end GL affiliate relationship at the SAC.
- When City bids health insurance each year, have the SAC written in as a wellness benefit.
- Partnership with health insurance so SAC is a membership option like GL is currently:
  - Avera Health
  - Yankton Medical Clinic
  - Horizon Health
  - Other medical in Yankton?
- Sponsorship advertising in SAC facility (lobby, fitness room, aquatics area, weight and fitness area).
  - Would need to be approved by School District.

SAC Membership Plan

Anytime Fitness	GL & Avera
Mo./Year	Mo./Year
\$54/648	\$50/\$600
	\$60/\$720
	\$70/\$840

<b>October 1 to December 31, 2023</b>	<b>Annual</b>	<b>Monthly</b>
Individual	\$ 385.00	\$ 35.00
Individual + 1	\$ 495.00	\$ 45.00
Individual + 2	\$ 605.00	\$ 55.00
Individual + 3	\$ 660.00	\$ 60.00
Individual + 4	\$ 715.00	\$ 65.00
Individual + 5	\$ 770.00	\$ 70.00

Youth Membership (H.S. & below)	\$ 220.00	\$ 20.00
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Daily Fee		
Individual Adult		\$ 9.00
Individual Youth (H.S. & below)		\$ 7.00

<b>January 1, 2024 and beyond</b>	<b>Annual</b>	<b>Monthly</b>
Individual	\$ 440.00	\$ 40.00
Individual + 1	\$ 550.00	\$ 50.00
Individual + 2	\$ 660.00	\$ 60.00
Individual + 3	\$ 715.00	\$ 65.00
Individual + 4	\$ 770.00	\$ 70.00
Individual + 5	\$ 825.00	\$ 75.00

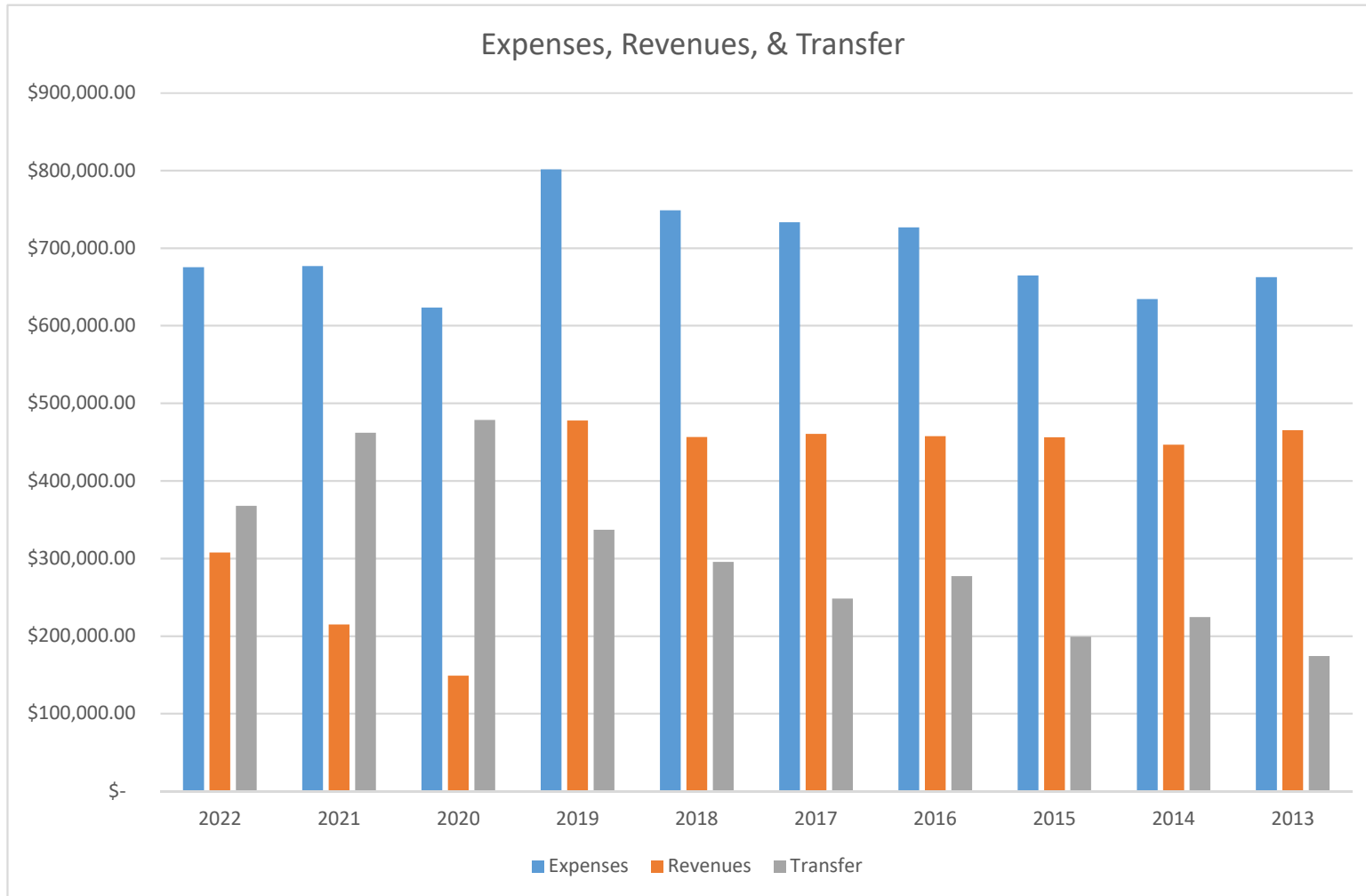
Youth Membership (H.S. & below)	\$ 220.00	\$ 20.00
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Daily Fee		
Individual Adult		\$ 9.00
Individual Youth (H.S. & below)		\$ 7.00

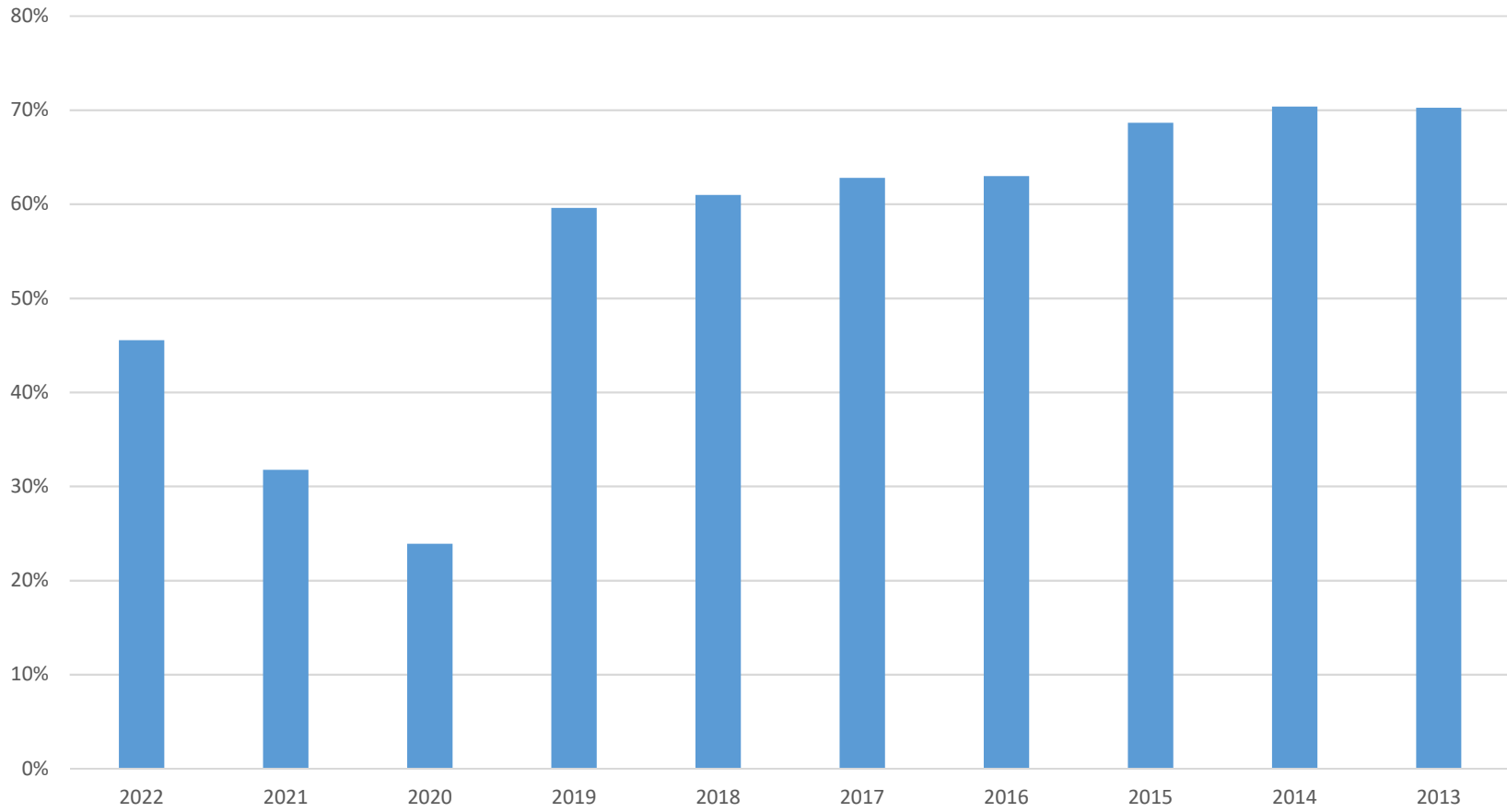
Disclaimer- all of the listed individuals must reside at the same residence/address

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Expenses	\$ 675,171.00	\$ 676,978.00	\$ 623,398.00	\$ 801,561.00	\$ 748,681.00	\$ 733,328.00	\$ 726,618.00	\$ 664,551.00	\$ 634,379.00	\$ 662,637.00
Revenues	\$ 307,519.00	\$ 214,992.00	\$ 149,030.00	\$ 477,710.00	\$ 456,595.00	\$ 460,482.00	\$ 457,604.00	\$ 456,086.00	\$ 446,408.00	\$ 465,334.00
Transfer	\$ 367,652.00	\$ 461,986.00	\$ 478,560.00	\$ 337,075.00	\$ 295,626.00	\$ 248,262.00	\$ 277,315.00	\$ 199,110.00	\$ 224,378.00	\$ 174,053.00
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Cost Rec. %	46%	32%	24%	60%	61%	63%	63%	69%	70%	70%

Transfer amount taken from posted budgets on City website



### Cost Rec. %





	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Membership Revenue	\$ 139,437.00	\$ 75,752.00	\$ 88,741.00	\$ 284,439.00	\$ 282,651.00	\$ 285,084.00	\$ 286,066.00	\$ 287,166.00	\$ 292,249.00	\$ 300,789.00	\$ 287,811.00
Memberships	792	763	1,098	1,118	1,223	1,018	913	943	1,055	1,004	970

Avg. revenue per

membership	\$ 176.06	\$ 99.28	\$ 80.82	\$ 254.42	\$ 231.11	\$ 280.04	\$ 313.33	\$ 304.52	\$ 277.01	\$ 299.59	\$ 296.71
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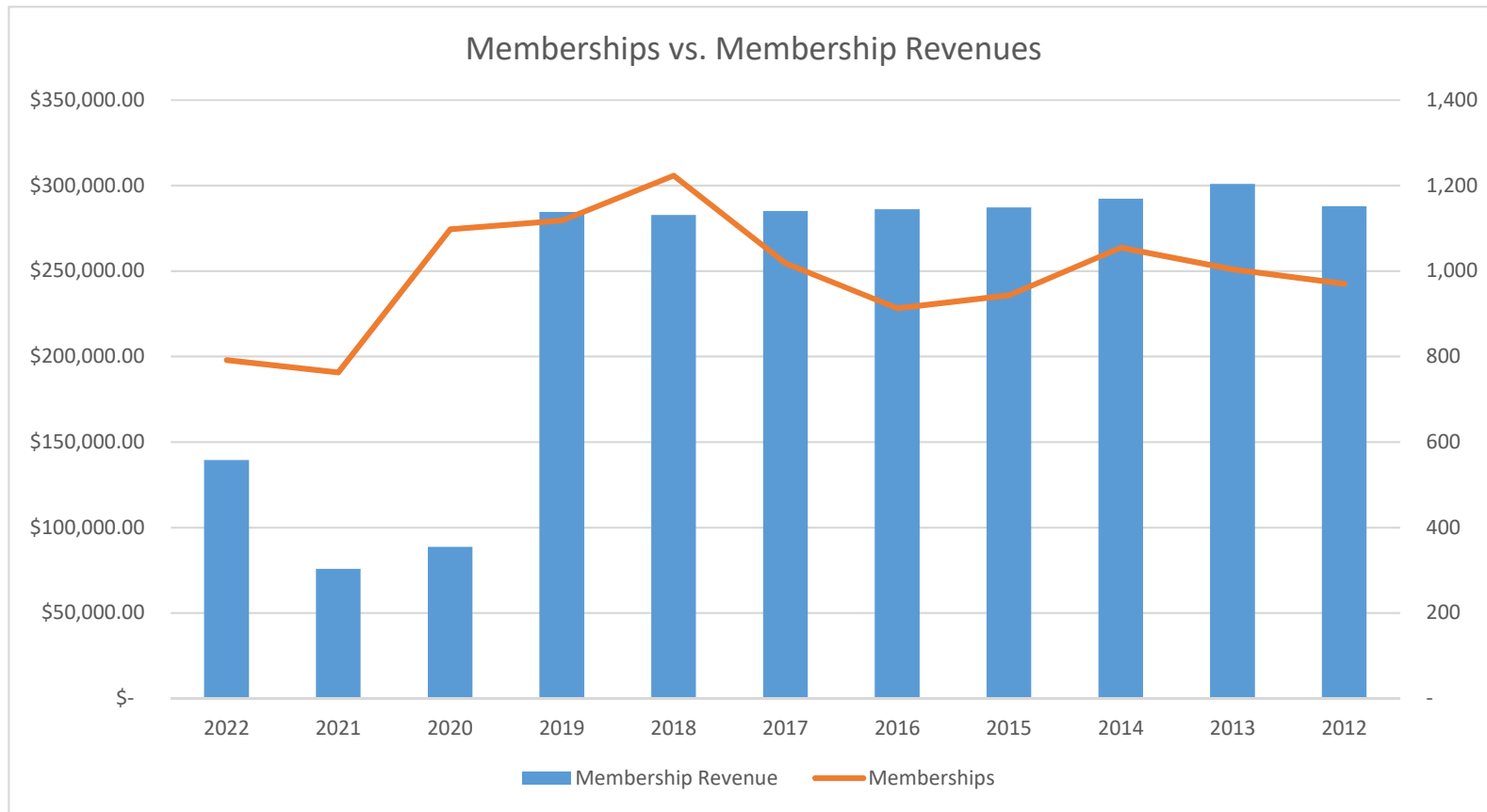
2023 member projection=

861 + 86=  
10% projection

947

86 new members @\$440 annual=

\$37,840



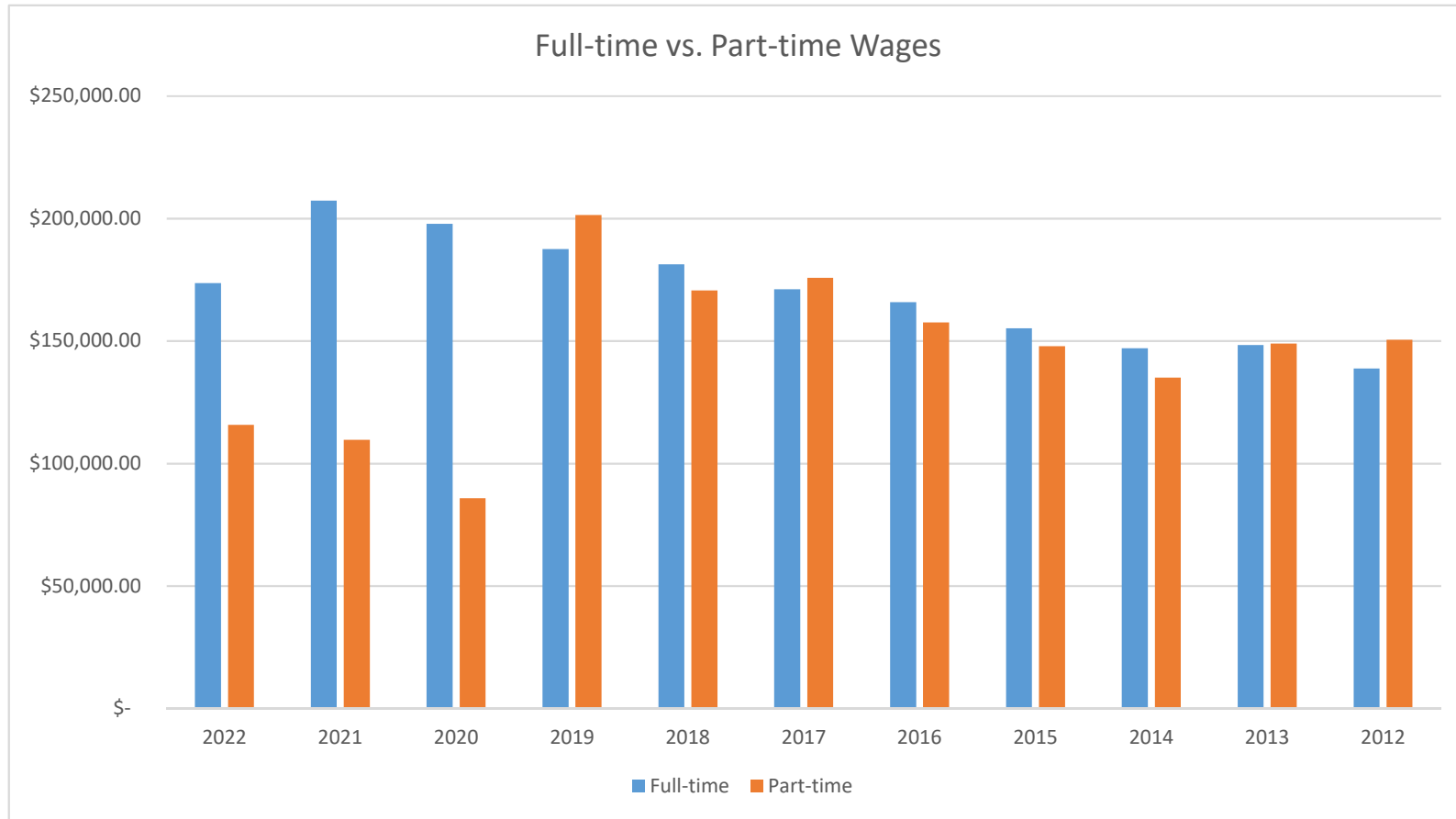
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Full-time	\$ 173,686.00	\$ 207,260.00	\$ 197,776.00	\$ 187,523.00	\$ 181,339.00	\$ 171,155.00	\$ 165,854.00	\$ 155,224.00	\$ 147,020.00	\$ 148,340.00	\$ 138,835.00
Part-time	\$ 115,794.00	\$ 109,725.00	\$ 85,883.00	\$ 201,369.00	\$ 170,606.00	\$ 175,757.00	\$ 157,598.00	\$ 147,827.00	\$ 135,109.00	\$ 149,008.00	\$ 150,550.00

2023 Projected Part-time wages=

\$ 160,000.00

2023 Projected F/T wages=

\$ 160,000.00 (Bob Snyder 50% moved to parks and Luke only has 25% from SAC)



## Summit Activities Citizen's Taskforce

### Agenda January 16, 2023

6:30-8:00 pm

City of Yankton Meeting Room B

416 Walnut North Entrance-Second Floor

- Introduction of City Staff
- Introduction of Taskforce Members  
Introduce yourself.  
What do you bring to this taskforce?
- Discuss timeline of meetings/ground rules- City Manager Leon  
Handout binders to all members with pertinent documents  
Discuss meeting dates and agenda items (examples listed below)  
Determine who should keep meeting notes  
Group discussion guidelines

Discuss and set Taskforce goal: example: The Goal of the Summit Activities Citizen's Taskforce is to develop recommendations to the Yankton City Commission to improve operations, grow membership, and better promote the use of the facility.

Discussion:

- City-School Agreements for Common Use Facility and High School (SAC)- Director Larson (documents in binder)
- SAC Budget- Director Larson/City Manager Leon/Finance Department Rep Yardley (2023 adopted budget which includes 2019, 2020, and 2021 actuals in binder. A spreadsheet containing the 2022 actuals, which are not finalized, in binder)
- SAC Operations in 2023- Manager Youmans. Staffing, hours, winter, summer, programs, facility use, classes, etc. (documents in binder)
- Further Questions/Discussion
- Introduce S.W.O.T. Analysis- Director Larson. Examination of internal factors- strengths, weaknesses and external factors- opportunities, threats (document in binder). Homework for next meeting- to bring back factors to place in the S.W.O.T. analysis the Taskforce will utilize during discussions.

### Future Meeting Dates and Tentative Schedule:

**January 16** First night

**January 30** Work through S.W.O.T. analysis

SAC operations strength and weaknesses

Membership/User threats and opportunities

Discussion, questions

**February 6** Operational improvements (Internals- build on strengths, eliminate or minimize weaknesses)

Idea sharing and community feedback

**Tuesday, February 21** Facility and operational changes and development (Externals- realizing opportunities, protecting against threats)  
Overall revenue growth (membership growth)  
Brainstorming, discussion

**March 6** Promotion of the facility  
Marketing strategies, community engagement

**March 20** Loose ends and need for a “Plan B?”

**April 3** Discuss and define recommendations for City Commission

**April 10 or 24** Present findings to City Commission

\*An additional meeting will be scheduled if we are able to schedule a time to visit with YMCA or other interested operators of the SAC.

\*\*City Commission will determine what recommendations to budget for and implement. Taskforce may be asked to reconvene and work through specific items.

**Summit Activities Citizen's Taskforce  
Agenda January 30, 2023**

6:30-8:00 pm

City of Yankton Meeting Room B

416 Walnut North Entrance-Second Floor

Taskforce goal: The Goal of the Summit Activities Citizen's Taskforce is to develop recommendations to the Yankton City Commission to improve operations, grow membership, and better promote the use of the facility.

Discussion:

Work through S.W.O.T. analysis. Internal factors- strengths, weaknesses and external factors- opportunities, threats.

SAC operations strength and weaknesses

Membership/User threats and opportunities

Discussion, questions

**Future Meeting Dates and Tentative Schedule:**

**February 6** Operational improvements (Internals- build on strengths, eliminate or minimize weaknesses)

Idea sharing and community feedback

**Tuesday, February 21** Facility and operational changes and development (Externals- realizing opportunities, protecting against threats)

Overall revenue growth (membership growth)

Brainstorming, discussion

**March 6** Promotion of the facility

Marketing strategies, community engagement

**March 20** Loose ends and need for a "Plan B?"

**April 3** Discuss and define recommendations for City Commission

**April 10 or 24** Present findings to City Commission

\*An additional meeting will be scheduled if we are able to schedule a time to visit with YMCA or other interested operators of the SAC.

\*\*City Commission will determine what recommendations to budget for and implement. Taskforce may be asked to reconvene and work through specific items.

**Summit Activities Citizen's Taskforce  
Agenda February 6, 2023**

6:30-8:00 pm

City of Yankton Meeting Room B

416 Walnut North Entrance-Second Floor

Taskforce goal: The Goal of the Summit Activities Citizen's Taskforce is to develop recommendations to the Yankton City Commission to improve operations, grow membership, and better promote the use of the facility.

Discussion:

Work through external factors- opportunities and threats.  
Membership/User opportunities and threats.  
Discussion, questions

**Future Meeting Dates and Tentative Schedule:**

**Tuesday, February 21** Operational improvements (Internals- build on strengths, eliminate or minimize weaknesses)

Idea sharing and community feedback

**March 6** Facility and operational changes and development (Externals- realizing opportunities, protecting against threats)

Overall revenue growth (membership growth)

Brainstorming, discussion

**March 20** Promotion of the facility

Marketing strategies, community engagement

**April 3** Loose ends and need for a "Plan B?"

**April 10** Discuss and define recommendations for City Commission

**April 24** Present findings to City Commission

\*An additional meeting will be scheduled if we are able to schedule a time to visit with YMCA or other interested operators of the SAC.

\*\*City Commission will determine what recommendations to budget for and implement. Taskforce may be asked to reconvene and work through specific items.

Summit Activities Citizen's Taskforce  
Agenda February 21, 2023  
6:30-8:00 pm  
City of Yankton Meeting Room B  
416 Walnut North Entrance-Second Floor

Taskforce goal: The Goal of the Summit Activities Citizen's Taskforce is to develop recommendations to the Yankton City Commission to improve operations, grow membership, and better promote the use of the facility.

City of Yankton Mission: to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

Discussion:

Work on Number 5, 6, & 7 on the Strategic Planning Process document (found behind your SWOT tab in your binder).

What is the SAC facility mission? Is it the same as the City of Yankton Mission?

What issues or "themes" seem to emerge from the previous discussion items? Are there "gaps" between the demand for our services and our ability to supply them? How do these issues affect our mission?

What strategies/objectives can we develop to address the issues?

Implementation- how do we achieve each strategy/objective?

Prioritize action items. Year 1 items. Year 2 items. Year 3 and beyond items.

What survey questions can be brought to the SAC members to help us improve our operations? How many questions per survey? How often should we survey? Marketing strategy questions? Facility improvement questions?

**Future Meeting Dates and Tentative Schedule:**

**March 6** Overall revenue growth (membership growth)

**March 20** Promotion of the facility. Marketing strategies, community engagement.

**April 3** Loose ends and need for a "Plan B?"

**April 10** Discuss and define recommendations for City Commission

**April 24** Present findings to City Commission

\*An additional meeting will be scheduled if we are able to schedule a time to visit with YMCA or other interested operators of the SAC.

\*\*City Commission will determine what recommendations to budget for and implement. Taskforce may be asked to reconvene and work through specific items.

Summit Activities Citizen's Taskforce  
Agenda March 6, 2023  
6:30-8:00 pm  
City of Yankton Meeting Room B  
416 Walnut North Entrance-Second Floor

Taskforce goal: The Goal of the Summit Activities Citizen's Taskforce is to develop recommendations to the Yankton City Commission to improve operations, grow membership, and better promote the use of the facility.

City of Yankton Mission: to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

Discussion:

Work on Number 5, 6, & 7 on the Strategic Planning Process document (found behind your SWOT tab in your binder).

This meeting's priority topic is going to be promotion of the facility.

Marketing strategies, community engagement.

Prioritize action items. Year 1 items. Year 2 items. Year 3 and beyond items.

What survey questions can be brought to the SAC members to help us improve our operations? How many questions per survey? How often should we survey? Marketing strategy questions? Facility improvement questions?

**Future Meeting Dates and Tentative Schedule:**

**March 20** Overall revenue growth (membership growth)

**April 3** Loose ends and need for a "Plan B?"

**April 10** Discuss and define recommendations for City Commission

**April 24** Present findings to City Commission

\*An additional meeting will be scheduled if we are able to schedule a time to visit with YMCA or other interested operators of the SAC.

\*\*City Commission will determine what recommendations to budget for and implement. Taskforce may be asked to reconvene and work through specific items.



Summit Activities Citizen's Taskforce  
Agenda March 20, 2023  
6:30-8:00 pm  
City of Yankton Meeting Room B  
416 Walnut North Entrance-Second Floor

Taskforce goal: The Goal of the Summit Activities Citizen's Taskforce is to develop recommendations to the Yankton City Commission to improve operations, grow membership, and better promote the use of the facility.

City of Yankton Mission: to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

SAC Mission: Provide everyone with an affordable, indoor, family-friendly fitness and recreation facility.

Discussion:

Anything on marketing strategies, community engagement that needs to be discussed again or anything new brought forward?  
Analyze 2022 revenue and expenses. Discuss memberships. Discuss ways to increase overall revenue. Current membership numbers have been provided. Discuss future membership structure. Discuss future membership rate adjustment and date for implementation.

- Type of memberships at the SAC
  - Stay with individual memberships?
  - Family memberships- same residence?
    - Only available as six-month or yearly membership
    - 2 adults, 2 kids. Then add on each individual for a fee.
  - Adult +1 – same residence?
    - For two adults
    - Only available as six-month or yearly membership.
  - Enrollment or activation fee to deter people from joining and stopping and joining and stopping?
    - Suspend memberships if not using facility for a month or more.
  - Does the new membership structure of family, couple, individual help us attract more memberships to see a net gain in revenue?

**Future Meeting Dates and Tentative Schedule:**

**April 3** Discuss and define recommendations for City Commission

**April 17** Loose ends and need for a "Plan B?"

**April 24** Present findings to City Commission

\*An additional meeting will be scheduled if we are able to schedule a time to visit with YMCA or other interested operators of the SAC.

\*\*City Commission will determine what recommendations to budget for and implement. Taskforce may be asked to reconvene and work through specific items.

Summit Activities Citizen's Taskforce  
Agenda April 3, 2023  
6:30-8:00 pm  
Summit Activities Center  
Meeting Room A

Taskforce goal: The Goal of the Summit Activities Citizen's Taskforce is to develop recommendations to the Yankton City Commission to improve operations, grow membership, and better promote the use of the facility.

City of Yankton Mission: to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

SAC Mission: Provide everyone with an affordable, indoor, family-friendly fitness and recreation facility.

Discussion:

Follow-up on SAC Financials discussions.

Discuss SAC Task Force Recommendations.

Discuss memberships. Date for implementation.

- Enrollment or activation fee to deter people from joining and stopping and joining and stopping?
  - Suspend memberships if not using facility for a month or more.

**Future Meeting Dates and Tentative Schedule:**

**April 17** Loose ends and need for a "Plan B?"

**April 24** Present findings to City Commission

\*City Commission will determine what recommendations to budget for and implement. Taskforce may be asked to reconvene and work through specific items.

Summit Activities Citizen's Taskforce  
Agenda April 17, 2023  
6:30-8:00 pm  
Summit Activities Center  
Meeting Room A

Taskforce goal: The Goal of the Summit Activities Citizen's Taskforce is to develop recommendations to the Yankton City Commission to improve operations, grow membership, and better promote the use of the facility.

City of Yankton Mission: to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

SAC Mission: Provide everyone with an affordable, indoor, family-friendly fitness and recreation facility.

Discussion:

Discuss SAC Task Force Recommendations.

Discuss memberships. Date for implementation. Proposed plan: Every person and current members would get the "1<sup>st</sup> year" rates if renewing prior to December 31, 2023. Starting January 1, 2024, the second phase of rates for "2<sup>nd</sup> year and beyond" would go in to effect.

- Enrollment or activation fee to deter people from joining and stopping and joining and stopping?
  - Suspend memberships if not using facility for a month or more.

**Future Meeting Dates:**

**April 24** 7:00pm Present findings to City Commission

Location: in the Community Room at CMTEA Building, 1200 W. 21<sup>st</sup> Street

\*City Commission will determine what recommendations to budget for and implement. Taskforce may be asked to reconvene and work through specific items.

## SAC Task Force Notes 1-16-23

- Add the GL agreement for the SAC to the binders
- Get the digital link for GL website and send to the task force members so they can see all things GL
- Health Insurance- GL is a part of health insurance plans in our region, including the City of Yankton Avera Health Plan
- Could the SAC work with Avera Health Plans and offer memberships like GL is doing?
- Task force members- the SAC has value and people realize it for anybody who comes into the facility and uses it.
  - How do we attract new customers or win back customers who have chosen a different place?
  - GL membership does offer some different flexibility that one stand-alone facility does not. Not only in Yankton, but when traveling to GL communities.
  - Those on the task force who have tried the other GL facilities don't find them to be welcoming (field house) or very appealing (downtown location)
- SAC hours of operation. Do we lose out on some members because of our hours?
- Unique to SAC:
  - Ease of day passes
  - Gymnasium space and now pickleball
  - The track that is always available when SAC is open
  - Aquatics
- Huron facility- less space, amenities and higher fees
  - Do a rate comparison for the Yankton market and some other facilities in the region.
- Task force should discuss type of memberships at the SAC
  - Family memberships
  - Couple memberships
  - Can we determine a rough number of current members that would possibly switch to family or couple memberships?
  - What is reduced revenue from those individual memberships becoming discounted family or couple memberships?
  - Does the new membership structure of family, couple, individual help us attract more memberships to see a net gain in revenue?
-

## YANKTON SUMMIT ACTIVITIES CENTER S.W.O.T.

### SAC Taskforce SWOT Analysis Summary – updated 1-30-2023

- Capture opportunities, limit threats, and work to make new ideas realities as citizens and staff provide input.
- Continue to train staff to not meet citizen expectations, but to exceed expectations.
- The Summit Activities Center and its offerings create an important quality-of-life offering in the community. We must continue to create facilities and programs that will build upon the long-term quality-of-life that Yankton area residents desire.
- Stay true to our SAC mission (what is the SAC facility mission)?

#### Strengths:

- Full-time staff
  - Familiar with regular users of all ages
  - Having staff that know most users helps the facility feel safe for regular users
- Walking track
- Indoor swimming pool
- Gymnasiums
- Yankton college offices (new area for programming)
  - High school may want to use space in future.
- Family friendly
- Social aspect of being in facility
- Variety of equipment
- Convenience of having staff at the front desk at all times
- Access to day passes
- Community usage
- Public owned facility
- Improving fitness programs in facility in 2023
- Growing population in the region
- Flexible use areas are available to do other activities besides lifting and cardio
- Membership fees are affordable
- Accessibility of facility

#### Weaknesses:

- Institutional feel
- Budgetary drain on general fund with current membership numbers, revenues, and expenses.
- Visibility of facility-
  - Need better community signage along major streets and highways.
- No Hoyer lift- chair to lift people from wheelchair into pool.
- Limited hours of operation as we've made cuts through the years
  - Weekday hours- closing at 9:00pm has made it better for some. What about 10:00pm?
  - Weekend hours- expand summer weekend hours to 7:00pm on weekends.
  - Weekend hours all year long- open at 7:00am instead of 8:00am.

- When programming: need to have facility available, need to have instructor available, need to have consistency attendance. Programming needs to drive memberships.
  - Utilize the open fitness side upstairs to do more fitness classes.
  - Add spin classes
    - Need spin bikes. Sound system?
    - Need area for bikes and for class.
  -
- Availability of gymnasium for free play- no one has heard comments about lack of availability
- May be lack of availability of gymnasium for rentals to host team practices
- Middle school kids upstairs- messing around, comments, laughing at members. Need parents to supervise.
- Wrestling mats and practices if wrestling is upstairs- could return if gymnastics has to come back to high school.
- Cardio equipment is not the latest and greatest
  - Cardio replacement plans- spread out over four years so all equipment is replaced in a timely manner.
    - Costs for this?
    - What about leasing equipment instead of buying?
- Weight equipment is aging.
  - Members miss the leg press.
  - Equipment too close together. Feels crowded, not necessarily ADA accessible.
- Facility is aging.
- Front desk set-up so people not sneaking by
- Part-time staff training. Some times lazy, not best at customer service, part-time staff not great at nighttime duties (i.e. getting info for membership updates from guests, cleaning tasks).

## February 6 meeting- start with Opportunities and Threats

### Opportunities:

- Industry data:
  - The [health industry](#) that was hit the hardest during 2020-2021 were gyms and health centers.
    - Even at the end of 2021, they were still down 22.5% from their revenue levels in 2019.
    - We saw in 2021 that the revenue for gym memberships rebounded and was on the rise again.
    - Between 2019 and 2020, the fitness industry experienced a 32.45% decline in revenue.
  - The average American spends less than \$30 per month on a gym membership in the United States.
    - The price can vary depending on the location, types of equipment and classes, and the facility.
    - Budget gyms can cost as low as \$10 per month, whereas elite [fitness](#) clubs often go as much as \$100 per month.
    - Aside from the monthly fee, you can also expect to pay other fees, such as initiation fees and annual fees.
  - The generational breakdown of the average gym's membership is as follows:
    - Gen Z (born 1994-2022): 14%
    - Millennials (born 1979-1993): 33%
    - Gen X (born 1964-1979): 24%
    - Baby Boomers ( born 1949-1963): 22%

- The gym industry is only predicted to have a growth rate of 7.21% per year through 2030.
  - 800 members x 10% growth = 80 new members in a year.
  - $80 \times \$330 = \$26,400.00$
- Avera Health
  - Partnership with health insurance so SAC is a membership option like GL is currently
- Update TV's upstairs.
  - Should we do our own television slides versus company selling ads?
- In upstairs office- turn desk around so facing weight side window.
  - Remove desk all together?
- Programming (since other fitness facilities don't have programming at this time).
  - Empower fitness is only programming and not really a fitness facility competitor.
- Mom & Me, Dad & Me- introductory to fitness classes.
  - Equipment demonstrations.
- Introductory classes for proper equipment and weight use upstairs
  - Staff shirts and make it mandatory to where them. Make them even more easily identifiable.
  - Personal trainers?
- Workout/fitness mentor program utilizing facility volunteers
  - Be a gym buddy that has knowledge of weight equipment, cardio equipment, nutrition, healthy lifestyle, etc.)
  - Short one-on-one sessions to pass on knowledge and help the person get into fitness programming.
  - Volunteer program? Background checks? Liability?
- Yoga
  - Trauma yoga is less intense and not invasive. No longer offered in town.
  - Are there any yoga instructors we can find to teach yoga at the SAC?
- Adult only SAC hours?
  - What time of the day? Days of week? What about family/kid friendly?
  - When we do programs, always get asked to do them at different times because people can't make it.
- Spread strength equipment out so not so clustered.
  - Move dumbbells, kettle balls, and movable benches to fitness side so open up space and move some other equipment around.
  - Create a "youth" weight room downstairs so those under age 14 do not go upstairs. Dumbbells and limited equipment.
  - Create a "limited weight room" downstairs for beginners or those lifting that don't want heavy weights? Free up some space upstairs.
  - 24-hour access to Yankton College office space- limited weight and fitness area? Weights and cardio machines?
  - Need a leg press machine.
- Marketing of facility, quality of life, family friendly (word of mouth is best marketing)
  - Radio ads with an "SAC Jingle" that sticks in people's mind.
  - Get email addresses from members and utilize email.
  - Do we try and get into text messaging? Do we have the capability with software?
  - Better webpage (utilize Kristin)
  - Facebook marketing
  - Utilize city utility billing for marketing
  - Flyers up in facility
    - Put an identifying mark in the same spot on every flyer
      - Top left corner is ideal
    - Less is More

- Title it with 4 words or less
  - Who, What, Where, When, Contact
- Is MMU a market we could tap into?
  - Will students leave campus to come to our facility?
- Is The Center a market we could tap into?
  - We've tried some efforts before but did not have a lot of success.
- Provide receptionists and all staff with a "Detailed Cheat Sheet" Explaining the Program/Event.
  - Explain details to all staff at in-service training
- Fitness social groups to join with tracking and rewards (triathlon, running-club, mile-club, swim-club)
  - What can we do to build on social aspect (coffee, free fruit, gathering space??)
- More access to swimming pool
- SAC members get first opportunity to sign-up for programs
  - Discounts for members for recreation programs?
  - Discounts for multiple kids in recreation programs? Software needs to be able to handle this.
  - Loyalty reward for being both SAC and The Huether Family Aquatics member?
- One day a month is "Try It" day with reduced price daily admission. Which day?
  - Referral program for members- free week trial for new user and some type of reward for member
  - In the United States, **39% of Americans** hold gym memberships
  - 22,000 population in Yankton county= 8,580 gym members.
- Task force should discuss type of memberships at the SAC
  - Family memberships
  - Couple memberships
  - Can we determine a rough number of current members that would possibly switch to family or couple memberships?
  - What is reduced revenue from those individual memberships becoming discounted family or couple memberships?
  - Does the new membership structure of family, couple, individual help us attract more memberships to see a net gain in revenue?
- As a provider of leisure services, we must continue to seek public input from our customers as to the types of programs and events they wish to have available to them.
  - Surveys to get facility user feedback
- Because people are so busy, do we do "one-day" clinics with specific sport skills taught?

#### Threats:

- Scheduling our own programming over top of each other.
  - Need to have different days, different times, so we don't compete against ourselves.
- GreatLIFE and they also have tanning.
- Anytime Fitness
- Avera Wellness
- Coach Rozy
- Empower Fitness
- Yoga Studio
- At home fitness
- Others?



## Comments from MMU students about MMU recreation:

- I would like to see swimming that's not just based on your own free time to go to the rec center at the high school.
- Also, a sports movement class/ nutrition.
  - For instance, learning how to play a variety of sports,
  - learn healthy diets and habits, and
  - maybe how to lift and form for lifts.
- Swimming. In the video they had a type of yoga class on the water on mats and think that would benefit not just students but others in the community.
- A second student mentioned swimming.
- A regular CPR Class- not offered for college credit
- Third person mentioned swimming including at Lewis and Clark Lake and Lake Yankton.
- Fishing has been mentioned twice.

## YANKTON SUMMIT ACTIVITIES CENTER S.W.O.T.

### SAC Taskforce SWOT Analysis Summary – updated 2-6-2023

- Capture opportunities, limit threats, and work to make new ideas realities as citizens and staff provide input.
- Continue to train staff to not meet citizen expectations, but to exceed expectations.
- The Summit Activities Center and its offerings create an important quality-of-life offering in the community. We must continue to create facilities and programs that will build upon the long-term quality-of-life that Yankton area residents desire. How does the SAC stay relevant in the Yankton area market?
- Stay true to our SAC mission (what is the SAC facility mission)?
- City of Yankton Mission: to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

#### Weaknesses/Opportunities:

- Budgetary drain on general fund with current membership numbers, revenues, and expenses.
  - Facility is aging.
  - Park District with taxing authority- not possible in SD.
  - Create something like the Yankton Road Tax. It would have to be an Opt-Out.
- Branding and Marketing
  - Create new logo
  - Create new tag line
  - QR code to take to the webpage- add to all print marketing
  - Institutional feel
    - Add logos and tag lines on walls throughout facility
    - Add logos to cleaning towels and sweat towels
  - Marketing of facility
    - word of mouth is best marketing
    - quality of life amenity
    - family friendly
    - Radio ads with an “SAC Jingle” that sticks in people’s mind.
    - Direct mail postcards to all 57078 addresses.
      - What other zip codes?
    - Utilize city utility billing for marketing
      - Flyers in with bill probably better than the blurb on the bill itself
      - New customer sign-ups
        - Have passes that can be given out at City Hall to new sign-ups
    - Get email addresses from members and utilize email.
    - Do we try and get into text messaging? Do we have the capability with software?
    - Better webpage (utilize Kristin)
    - Digital marketing with banners and click bait
    - Facebook marketing- \$1,000/month to be effective
      - Reels
    - Instagram
    - Flyers up in facility
      - Put an identifying mark in the same spot on every flyer
        - Top left corner is ideal
      - Less is More

- Title it with 4 words or less
      - Who, What, When, Where, Contact
    - Thrive electronic communications
      - Monthly email
      - Weekly email
      - Website
    - Transit Bus- ads on bus
    - Logo and tag line on City vehicles, garbage trucks
    - Participate in public events
      - Parades: homecoming, RBD
      - Booth at City events (Kids in the Park, Music at the Meridian, Touch-A-Truck)
  - Visibility of facility signage-
    - Need better community signage along major streets and highways.
    - Digital billboards.
      - Along Summit Street in front of SAC
      - On Broadway- Tripp Park.
      - On Douglas- in front of The Huether Family Aquatics Center. Utilize for aquatics also.
        - Cost?
  - In the United States, **39% of Americans** hold gym memberships
  - 22,000 population in Yankton county= 8,580 gym members.
- Facility changes
  - No Hoyer lift- chair to lift people from wheelchair into pool.
    - Cost and location?
  - Update TV's upstairs.
    - Should we do our own television slides versus company selling ads?
  - In upstairs office- turn desk around so facing weight side window.
    - Door locked and no access unless someone needs an item from inside.
    - What can this space be used for that helps the operation?
  - Lobby area
    - Add large screen television
    - Change types of seating to make more of a lounge feel?
    - Other ideas?
  - Front desk set-up so people not sneaking by
- Operational Changes
  - More access to swimming pool for families and kids.
  - Limited hours of operation as cuts were made through the years
    - Weekday hours closing- closing at 9:00pm has made it better for some. What about 10:00pm?
    - Weekend hours closing- expand summer weekend hours to 7:00pm on weekends?
    - Weekend hours opening all year long- open at 7:00am instead of 8:00am?
  - Availability of gymnasium for free play- no one has heard comments about lack of availability
    - May be lack of availability of gymnasium for rentals to host team practices
  - Middle school kids upstairs- messing around, comments, laughing at members. Need parents to supervise.
    - Have changed the usage policy for upstairs to help with parent supervision of 12-14 year olds.
  - Surveys
    - Programming is a strength.

- How do we get participant feedback about programming?
    - Surveys focusing on one topic at a time.
      - Marketing
      - Facility
      - Cardio Equipment
      - Weight Equipment
  - Fitness social groups to join with tracking and rewards (triathlon, running-club, mile-club, swim-club)
    - What can we do to build on social aspect (coffee, free fruit, lobby space, other gathering space?)
  - SAC members get first opportunity to sign-up for programs
    - Discounts for members for recreation programs?
    - Discounts for multiple kids in recreation programs? Software needs to be able to handle this.
    - Loyalty reward for being both SAC and The Huether Family Aquatics member?
  - One day a month is “Try It” day with reduced price daily admission.
    - Which day?
  - Referral program for members- free week trial for new user and some type of reward for member once the person becomes a member.
    - Add additional month on to membership.
  - Members- bring a friend day. Free use for friend.
    - Which day each month?
  - Type of memberships at the SAC
    - Family memberships- same residence.
      - Only available as six-month or yearly membership
      - 2 adults, 2 kids. Then add on each individual for a fee.
    - Adult +1 – same residence
      - For two adults
    - Can we determine a rough number of current members that would possibly switch to family or Adult +1 memberships?
    - What is reduced revenue from those individual memberships becoming discounted family or couple memberships?
    - Does the new membership structure of family, couple, individual help us attract more memberships to see a net gain in revenue?
  - SAC- have its own smartphone APP?
  - Adult only SAC hours?
    - What time of the day? Days of week? What about family/kid friendly?
    - When we do programs, always get asked to do them at different times because people can't make it.
- Programming Changes
    - When programming: need to have facility available, need to have instructor available, need to have consistency attendance. Programming needs to drive memberships and day passes.
    - Utilize the open fitness side upstairs to do more fitness classes.
      - Wrestling mats and practices if wrestling is upstairs- could return if gymnastics has to come back to high school.
    - Educate the public that day passes can be used if they want to attend fitness classes
      - If a fitness class has a limited roster, do members have higher priority than day passes? How does this work?
      - Software to sign-up for limited roster classes?

- Yoga
  - Trauma yoga is less intense and not invasive. No longer offered in town.
  - Are there any yoga instructors we can find to teach yoga at the SAC?
- Introductory classes for proper equipment and weight use upstairs
  - Staff shirts and make it mandatory to where them. Make them even more easily identifiable by color and printing on back.
  - Equipment demonstrations.
    - Weekend morning
    - Weekday evening
    - Utilize a paid staff member
- Mom & Me, Dad & Me- introductory to fitness classes.
  - Ages of kids for this program?
- Volunteer Ambassador Program
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  - Volunteer program? Background checks? Liability?
- Personal trainers?
  - On staff or independent?
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  - Need area for bikes and for class.
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## YANKTON SUMMIT ACTIVITIES CENTER S.W.O.T.

### SAC Taskforce SWOT Analysis Summary – updated 2-21-2023

- Capture opportunities, limit threats, and work to make new ideas realities as citizens and staff provide input.
- Continue to train staff to not meet citizen expectations, but to exceed expectations.
- The Summit Activities Center and its offerings create an important quality-of-life offering in the community. We must continue to create facilities and programs that will build upon the long-term quality-of-life that Yankton area residents desire. How does the SAC stay relevant in the Yankton area market?
- City of Yankton Mission: to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.
- Stay true to our SAC mission
  - Provide everyone with an affordable, indoor, family-friendly fitness and recreation facility.

#### Weaknesses/Opportunities:

- Budgetary drain on general fund with current membership numbers, revenues, and expenses.
  - Facility is aging.
  - Park District with taxing authority- not possible in SD.
  - Create something like the Yankton Road Tax. It would have to be an Opt-Out.
- #1 Priority Quality Programming
  - Need to have facility available
    - Land based class space sufficient for now. Yankton College Office space helps.
    - Aquatics space is limited and a lot of different demands for it.
  - Need to have instructor available
    - Instructors have busy personal lives
    - Need to be competitive with the wages
  - Need to have consistence attendance.
  - Programming needs to drive memberships and day passes.
  - Utilize the open fitness side upstairs to do more fitness classes.
    - In the future- wrestling mats and practices upstairs if gymnastics has to come back to high school.
    - Some fitness class members do not like the openness upstairs and that others walking the track or working out can look at them when in the fitness class is upstairs.
  - Educate the public that day passes can be used if they want to attend fitness classes
    - If a fitness class has a limited roster, do members have higher priority than day passes?  
How does this work?
      - Members should have first access to a class- if they get to a point where they are filling to capacity.
    - Software to sign-up for limited roster classes?
      - Differentiate members, from GL members, and day pass attendees.
      - GL per/check-in fees. Need to help pay for classes.
  - Yoga- will be added in March of 2023
    - Trauma yoga is less intense and not invasive. No longer offered in town. Can be a once-a-week class if someone will teach it.

- Introductory classes for proper equipment and weight use upstairs
  - Work with Ike Johnson, a paid staff member, to plan these classes.
    - Create informational flyers to let people know they should talk to the front desk staff to get connected with Ike.
      - Once a month or as demand dictates.
      - Place flyers on facility bulletin boards.
      - Educate front-desk staff about this program.
- Meeting Room A
  - Conference table goes away
  - Utilize large screen TV
  - Allow people to stream to the TV from their personal phone or tablet.
  - Room would be first come-first serve. Limit time people can be in room.
    - Room is locked and have to ask front desk to unlock and then can time room use.
- Utilize survey to determine demand:
  - Mom & Me, Dad & Me- introductory to fitness classes.
    - Ages of kids for this program?
  - Spin classes
    - Aqua classes
    - Land based classes
    - Need spin bikes. Sound system?
    - Need area for bikes and for class.
  - Meditation classes
  - Mental health improvement and awareness classes.
- Personal trainers?
  - On staff or independent?
- Because people are so busy, do “one-day” clinics with specific sport skills taught.
  - Soccer, basketball, football, baseball, softball, track and field, etc.
  - Utilize outdoor space
  - Utilize City Hall Gymnasium
  - MMU Athletes – community service hours. Teach youth sports skills and camps.
    - Need to work around school, sports, and personal life.
- Volunteer Ambassador Program
  - Workout/fitness mentor program utilizing facility volunteers
  - Be a gym buddy that has knowledge of weight equipment, cardio equipment, nutrition, healthy lifestyle, etc.)
  - Short one-on-one sessions to pass on knowledge and help the person get into fitness programming.
  - Volunteer program? Background checks? Liability?
- Become a community wellness hub
  - Any way to partner with MMU Nursing program, Avera Health, YMC, or other?
  - Medical and health screenings
  - CPR, First Aid, AED classes, breast-feeding/child nutrition, others?
  - Classes and seminars for fitness, nutrition, sleep, etc.
  - Massage
  - Chiropractor
  - Personal training
  - Intro to fitness and strength training, balance
  - Community food bank
  - Basic sports movements training- not individual sport training. Life-long activity.

- #2 Priority- Branding and Marketing of facility
  - Create new logo
  - Create new tag line
  - QR code to take to the webpage- add to all print marketing
  - Institutional feel
    - Add logos and tag lines on walls throughout facility
    - Add logos to cleaning towels and sweat towels
  - Marketing of facility
    - word of mouth is best marketing
    - quality of life amenity, family friendly
    - Radio ads with an “SAC Jingle” that sticks in people’s mind.
    - Direct mail postcards to all 57078 addresses.
      - What other zip codes?
    - Utilize city utility billing for marketing
      - Flyers in with bill probably better than the blurb on the bill itself
      - New customer sign-ups
        - Have passes that can be given out at City Hall to new sign-ups
    - Get email addresses from members and utilize email.
    - Do we try and get into text messaging? Do we have the capability with software?
    - Better webpage (utilize Kristin)
    - Digital marketing with banners and click bait
    - Facebook marketing- \$1,000/month to be effective
      - Reels
    - Instagram
    - Flyers up in facility
      - Put an identifying mark in the same spot on every flyer
        - Top left corner is ideal
      - Less is More
        - Title it with 4 words or less
        - Who, What, When, Where, Contact
    - Thrive electronic communications
      - Monthly email, Weekly email
      - Website
    - Transit Bus- ads on bus
    - Logo and tag line on City vehicles, garbage trucks
    - Participate in public events
      - Parades: homecoming, RBD
      - Booth at City events (Kids in the Park, Music at the Meridian, Touch-A-Truck)
  - Visibility of facility signage-
    - Need better community signage along major streets and highways.
    - Digital billboards.
      - Along Summit Street in front of SAC
      - On Broadway- Tripp Park.
      - On Douglas- in front of The Huether Family Aquatics Center. Utilize for aquatics also.
        - Cost?
  - **39% of Americans** hold gym memberships. 22,000 pop. in county= 8,580 gym members.

- Facility changes
  - No Hoyer lift- chair to lift people from wheelchair into pool.
    - Cost and location?
  - Update TV's upstairs.
    - Should we do our own television slides versus company selling ads?
  - In upstairs office- turn desk around so facing weight side window.
    - Door locked and no access unless someone needs an item from inside.
    - What can this space be used for that helps the operation?
  - Lobby area
    - Add large screen television
    - Change types of seating to make more of a lounge feel?
    - Other ideas?
  - Front desk set-up so people not sneaking by
- #3 priority- Operational Changes
  - Staff shirts and make it mandatory to where them.
    - Make them even more easily identifiable by color and printing on back.
  - More access to swimming pool for families and kids.
  - Limited hours of operation as cuts were made through the years
    - Weekday hours closing- closing at 9:00pm has made it better for some. What about 10:00pm?
    - Weekend hours closing- expand summer weekend hours to 7:00pm on weekends?
    - Weekend hours opening all year long- open at 7:00am instead of 8:00am?
  - Availability of gymnasium for free play- no one has heard comments about lack of availability
    - May be lack of availability of gymnasium for rentals to host team practices
  - Middle school kids upstairs- messing around, comments, laughing at members. Need parents to supervise.
    - Have changed the usage policy for upstairs to help with parent supervision of 12-14 year olds.
  - Surveys
    - Programming is a strength.
      - First topic for survey- programming.
    - Surveys focusing on one topic at a time.
      - Marketing
      - Facility
      - Cardio Equipment
      - Weight Equipment
  - Fitness social groups to join with tracking and rewards (triathlon, running-club, mile-club, swim-club)
    - What can we do to build on social aspect (coffee, free fruit, lobby space, other gathering space?)
  - SAC members get first opportunity to sign-up for programs
    - Discounts for members for recreation programs?
    - Discounts for multiple kids in recreation programs? Software needs to be able to handle this.
    - Loyalty reward for being both SAC and The Huether Family Aquatics member?
  - One day a month is "Try It" day with reduced price daily admission.
    - Which day?

- Referral program for members- free week trial for new user and some type of reward for member once the person becomes a member.
  - Add additional month on to membership.
- Members- bring a friend day. Free use for friend.
  - Which day each month?
- Type of memberships at the SAC
  - Family memberships- same residence.
    - Only available as six-month or yearly membership
    - 2 adults, 2 kids. Then add on each individual for a fee.
  - Adult +1 – same residence
    - For two adults
  - Can we determine a rough number of current members that would possibly switch to family or Adult +1 memberships?
  - What is reduced revenue from those individual memberships becoming discounted family or couple memberships?
  - Does the new membership structure of family, couple, individual help us attract more memberships to see a net gain in revenue?
- SAC- have its own smartphone APP?
- Adult only SAC hours?
  - What time of the day? Days of week? What about family/kid friendly?
  - When we do programs, always get asked to do them at different times because people can't make it.
- Equipment Changes
  - All upstairs equipment too close together.
    - Looks crowded
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    - Not ADA accessible.
    - Safety for users.
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  - GreatLIFE agreement
    - Negotiate \$1.50/check-in reimbursement with no maximum monthly cap up to \$2.00/check-in with no maximum.
    - Data on personal memberships versus those supplied through health plans?
  - Avera Health
    - Partnership with health insurance so SAC is a membership option like GL is currently
  - Yankton Medical Clinic
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  - Other medical in Yankton?
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## 3-6-2023 Meeting Notes

We read and reviewed the mission statement.

- The SAC Facility mission: To provide everyone with an affordable, indoor, family-friendly fitness and recreation facility.
- Everyone was happy with the SAC Mission Statement.
- I told the group that is something we will begin to use in our conversations, communications, marketing and promotions.

**We touched on programming** to see what other ideas might have floated up over the last couple of weeks and what we actually want to recommend and don't want to recommend in our final proposal. Facility programming has continued to increase over the last 8 months.

1. Aqua bikes fitness class (no more than 8 bikes). No used or leasing. New \$1,000/bike.
2. Spin bikes Class (no more than 8 bikes)  
These two seem like classes the group would like to try if they come out as interest in the programming. Again, the group understands we have a limit because of the space we can provide classes in and instructors. Look into Kaiser brand spin bikes if we pursue. Look into renting and purchasing. If this is something we think would be successful we will have to start looking for an instructor. Vince is a spin instructor. May be a resource. Suggested if we start small due to cost of bikes and space.
3. More Yoga  
This seemed to be of interest if we can find instructors. Also group thought more males may do yoga and spin than some of the other classes offered. Are there others that can instruct on different days?
4. Investigate Body Pump classes. Would this be attended if we can find an instructor? Again another class that might be appealing to both genders.
5. Still and interest in family classes. Mommy and Me/Daddy and Me/Couples etc. Perhaps as special event type classes. Have done these type classes in summer programming before.

Suggestion that group fitness may not be needed all year long. October through April?

Group is curious about off-site fitness classes or group fitness activities like hikes, bikes, etc. (Ask more about in survey). Yoga retreat for members? Still would need to charge a fee on top of membership to recoup costs.

After further discussion about an area in the SAC to stream workouts, Taskforce said **NO that is not a priority and no longer a recommendation**. Group thought space should be conserved for things they can primarily only do at the SAC.

## Conversation transitioned to marketing

Overall the group concurred that the marketing/promotion budget needed to be prioritized since we have limited funds.

Taskforce really likes the water utility sign up passes idea and would like to see that available even if a new hook up occurs for an existing customer. Include our logo and mission statement.

Taskforce would like to see the day pass check out at the library as well.

**Taskforce NOT recommending transit bus advertising or digital signs at this time. Too expensive for our budget.**

Taskforce loves ideas that market our facility and combine community engagement.

Continue with Holiday Parade of Lights

Consider Riverboat Days Parade

Have some type of promotion associated with one of the well known Kids in the Park Events each year.

Have a promotion associated with one of the Music At The Meridian Events each year.

**Everyone seemed to like the QR code that could drive people to the SAC site to see what is new and upcoming. That can be put on promotional items, flyers, water bottles, etc. The consensus is the QR code marketing should happen.**

Taskforce suggests finding other opportunities to get our name and information out in the public

Ideas: Upcoming Softball tournaments (maybe water bottle or sun screen with our name and logo?)

Mount Marty Football Games

Huether Family Aquatics Center

Ice Hockey tournaments

Lake population/campers

Have float in all parades

We need to make sure the marketing is for area residents that will be members at our facility. Marketing to tourists isn't our best option for the SAC.

Group felt identifying a target audience is hard as a marketing strategy because our audience is everyone. Need materials translated into Spanish also.

Group seemed to have consensus that investment in radio may be a good start as opposed to print media. Offers the most bang for the buck.

Jacelyn suggested a 3, 6, 9, month radio commitment. Slight changes to the advertisement overtime to set it into people's minds. Aim ads to drive people to the website or to what is new or unique to us as a facility. Suggested that our marketing/advertising budget was probably on the small side for what we want to achieve. It seemed to me, however, a radio marketing campaign was a strategy to recommend pursuing. She would be helpful with assisting our staff in rightsizing a package for us. PSA's and interviews can happen on radio if an advertising client.

Group would like staff to find out what just the banner pop up on the P&D site would cost and perhaps make that part of our social media.

P&D may be willing to do an article or two about the SAC which is advertising without paying for it. Timing might be good when we have these recommendations out.

Brian H would like to see everything we market speak to the SAC being the most affordable fitness facility in town.

Mason suggested videos/cameos of people on our social media participating in things so people can see what is available. May be less intimidating and video may get shared.

Sam suggested Luke and others get on the radio for interviews as frequently as possible.

Conversation shifted to talk about advertising and naming rights in the SAC as part of the marketing strategy. This would be a recommendation if we can make it work.

- Jason felt that selling advertising may be difficult since they do that in the High School but it is a different facility. Not sure how school would feel about that.
- Suggestion was to consider naming rights for certain rooms/areas.
- Amy was not sure what we could do in terms of naming rights or advertising since it is a shared facility but we can look into those options with the school. Ultimately, more decision makers (City-School Committee) would have to be involved.
- Brian B suggested we at minimum have and SAC Banner we can take places and use with our mission statement.
- Amy explained Luke was looking into corporate membership packages. Could this include some advertising? (Depends on the discussion with school.) Group suggestion staff at least broach the subject with the school and consider that.
- Any new facility would have naming rights and advertising in it.
- Someone suggested perhaps just advertising in the aquatics facility with signage like Mount Mary does in Cimpl Arena.
- Curious what sponsorships might be out there and if pursued.
- Would we have to share revenue with the school?

Informed the Taskforce Next meeting would be deep into revenue and finances. Please invite Lisa Yardley and or AI to participate.

## NOTES from SAC Task Force 3-20-2023

### Radio PSA announcements-

- Public Service Announcements are for families and kids. Providing a service to community.
- PSAs will not be read in primetime spots
- Won't be able to "advertise the business" of the SAC in PSAs.

### School and City still do quarterly billing back and forth for shared expenses for entire high school and SAC facility

- City and school are negotiating a new shared facility agreement to try and clean-up some of the back and forth billing for shared expenses throughout the facility. Trying to simplify.

### Staff will do some research on what amount other municipal facilities supplement their fitness center.

- Lisa can you check with Watertown, Mitchell, Madison, Huron, Spearfish. (Are there others we should be asking?)
- Also are these apple to apple comparisons?
- A facility may not require a supplement if they get a million dollar contribution annually from Sanford, for example.

In the past, SAC largest monthly attendance - 8,400. In Feb. 2023- 7,200.

Ask Great Life if they are willing to share data on Great Life users that pay memberships versus receive a membership from a wellness/insurance benefit. Todd can you look into that one? (Todd or Luke on this one)

Ask Great Life if they are willing to share information on how they are able to offer the experiences with other partners? (Todd or Luke on this one).

I feel like I am missing some information requests here that we indicated we could ask GL about. Anyone have others in these notes?

Recommendations for Commission from this meeting (we can confirm these at next meeting)

- Include advertising opportunities in the SAC facility as a revenue source.
  - Lobby, aquatics area, weight/fitness area, meeting rooms
  - Still needs to have final approval from school board
- Do an annual SAC insert in the Utility Billing Statement.
  - Do in January as people are making new year's resolutions.
  - 5,650 utility customers
  - 20% are automatic withdrawals

- Create passes for new utility accounts with the City. Allow customers to come use the SAC facility once at no cost.
  - Belief is the SAC facility can sell itself once a person has come in to use the facility.
- Renegotiate check-in reimbursement rate for Great Life Members. Ask for \$2.00/check-in
  - Perhaps set a multi-year reimbursement rate increase.
  - No maximum.
  - Analyze the reimbursement rate and GL usage data annually.
  - Make adjustments based on SAC rate increases and also GL membership fee increases
  - Be aware of effect on golf course agreement and sharing of expenses.
- Analyze SAC Membership rates annually.
  - Determine if a rate increase is warranted in 2023 based on Y-T-D budget figures when starting the 2024 budget process.
  - Consider a multiple year rate increase.

#### Radio Advertising and auctions-

- Trade memberships for advertising
- Set a rule for auctions that memberships can only be for “new” members and not existing members
- Holidays- membership makes a great gift
- Market- affordability
- Create a new brand and use it in new advertising campaign
- Important for people to spend time together as a family

I am confused what their recommendation is on memberships I THINK I heard

Single Membership

Youth Membership

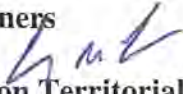
Single plus one membership

Family

Todd's spreadsheet and new plan

For April 3 meeting- meet at SAC in Room A and then do a walking tour

**MEMORANDUM #23-105**

**TO:** Mayor and City Commissioners  
**FROM:** Amy Leon, City Manager   
**RE:** Funding Request for Yankton Territorial Museum Project  
**DATE:** June 20, 2023  
**RE:** Yankton Territorial Museum Project Request

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As many of you know, Crystal Nelson and the staff at the Yankton Territorial Museum along with their board and many volunteers have worked in partnership with many organizations to relocate the museum and historic buildings at Westside Park. Having moved the Territorial Museum to the Mead Building, their focus and attention has been placed on developing the grounds of the museum and creating a "Heritage Park" where visitors can experience history replica spaces.

The city has contributed to this project as well.

Recently, the red building and outhouse has been moved and the caboose was also moved out of Westside Park. Soon, the blacksmith shop will be moved and that will complete the transition.

Unfortunately, the project has taken longer than anticipated which has resulted in an increase in costs.

Ms. Nelson is requesting financial assistance of \$6,350 for the cost of the move and the City's assistance in cleaning up the area once the relocations have taken place. We believe there will be an approximately \$2,500 cost associated with clean up in terms of equipment and man hours. In addition, we would like to seed and water the areas this fall to get some grass.

This is unbudgeted.

I am requesting an *up to \$10,000* expenditure from the 2023 BBB fund to assist the Territorial Museum in the costs of the move, perform site clean up and reseeded the area.

**Recommendation:**

**It is recommended that the City Commission approve an expenditure of up to \$10,000 from the BBB to assist in moving the historic displays, cleaning up the remainder of the property, and reseeded the area.**

## *Memorandum #23-107*

To: Amy Leon, City Manager  
 From: Todd R. Larson, Director of Parks, Recreation, & City Events  
 Date: May 16, 2023  
 Subject: Special Events Handbook, Application, and Fees

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Since the month of February, the Special Events Taskforce has been meeting regularly to discuss special events, the application process, and fees. Utilizing the input of the taskforce, the attached documents (six documents) are being proposed to update the special events handbook, application, forms, and associated fees.

The taskforce had many discussions about all of the different types of events currently taking place in the City of Yankton. During the robust discussions, the group circled back to the City's mission statement: The mission of the City of Yankton is to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

Keeping the mission statement in mind, the taskforce did not want the application process or the application fees to be a reason that an organizing group decided not to administer an event for the public. The following are some of the changes being proposed in the handbook and application for special events.

The taskforce discussed categorizing events and having that categorization be the standard for determining the application fee.

**Tier 1 classification** **\$100 application fee**  
 Special Events with 1000 participants or more; and/or  
 Any activity involving the sales of alcohol.

**Tier 2 classification** **\$50 application fee**  
 Parades utilizing City Streets

**Tier 3 classification** **\$25 application fee**  
 Special Events with less than 1,000 participants; and  
 Including the sale of merchandise and/or food; and  
 There will be NO availability of alcohol.

**Tier 4 classification** **\$0 application fee**  
 Special Events with no City services or equipment; and  
 There will be NO availability of alcohol, or sales of merchandise or food.

*\$50 administrative fee – if application is submitted less than 60 days prior to event\**

*\*any applications turned in within 30 days of the event may not be approved*

Currently, the City has a \$25.00 application fee for special events.

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



City staff gathered information from other South Dakota communities in regards to special events and how their City is involved. Yankton is one of the few communities that does not charge for labor and equipment associated with events.

The taskforce determined the new fees to apply to materials with delivery would be:

Delivery fees for each type of City of Yankton materials delivered and picked up from event are indicated below.

Amounts of materials needed will be determined after meeting with the applicant.

- \$25. Class 3 street closure barricades
- \$25. Traffic barrels/candles
- \$25. Orange cones
- \$25. A-frame No-Parking signs
- \$25. A-frame signs for special events no-parking display
- \$25. Garbage barrels
- \$25. Picnic tables
- \$25. Benches
- \$25. Bleachers
- \$25. Plastic snow fence
- \$25. Fence posts
- \$25. Other material

Services Requested of City for Event:

Fees for each type of service are indicated below. Requests may not be able to be provided by the City due to staff availability.

Check all that apply.

- \$50/hour- Police Department- traffic control
- \$50/hour- Police Department- security walk-throughs
- \$50/hour- Fire Department- fire protection

Specifically discussed was that the City may not be able to provide police or fire trucks to lead parades based on availability of personnel. Therefore, the handbook details that the lead vehicle may be a "City vehicle with flashing lights," such as a Parks Department truck. In recent years, the Police Department has been strained to cover patrol and all of the "extra" duties associated with events.

The City did not mention ADA requirements in our special events handbook in the past. A section was added since these special events are open to the public.

Wording was added to require proof of liability insurance for the event instead of having a recommendation for coverage. This is to protect the event and the City since these events are taking place on City-owned property.

Changes have been made so event organizers will be responsible for hiring private vendors to handle the event garbage. The event will also need to work with private electricians to provide service and troubleshooting during their events.



In the past, the City has trusted the event organizers to inform all abutting property owners of street closures. This is sometimes not as successful as it should be. The application now requires the event organizer to publish the street closure in the Press & Dakotan and post it to the event website or Facebook Page.

Another area that was addressed was having the event organizers prepare a plan for emergency situations. With help from Yankton County Emergency Management, a form has been created to help the event describe procedures that will be followed to minimize risk and prevent loss of life and property in case of emergency situations.

The new proposed fees would be set by resolution. With the number of changes and adjustments in the Special Events Handbook and Application, it is being brought forward so the entire Commission can approve it at a public meeting.

**Recommendation: The Special Events Taskforce, along with City staff, recommends implementing the proposed special events handbook, application, forms, and fees in Resolution #23-24 for events being held in 2024 and beyond.**

Respectfully submitted,



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

I concur with this recommendation.

I do not concur with this recommendation.

  
\_\_\_\_\_  
Amy Leon, City Manager

\_\_\_\_ Roll Call

## ***RESOLUTION #23-24***

**WHEREAS**, the City of Yankton has determined that it is necessary to establish fees associated with community organizations planning special events upon public property, and

**WHEREAS**, the City expects the cost to supply and deliver materials to special events to increase; and

**WHEREAS**, the City desires to recover some of the costs from the special events;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of City Commissioners of Yankton, South Dakota that the following rates are hereby adopted effective for events being held on January 1, 2024 or beyond:

**Tier 1 classification** **\$100 application fee**

**Tier 2 classification** **\$50 application fee**

**Tier 3 classification** **\$25 application fee**

If application is submitted less than 60 days prior to event- **\$50 administrative fee**

Delivery fees for each type of City of Yankton materials delivered and picked up from event:.

- \$25. Class 3 street closure barricades
- \$25. Traffic barrels/candles
- \$25. Orange cones
- \$25. A-frame No-Parking signs
- \$25. A-frame signs for special events no-parking display
- \$25. Garbage barrels
- \$25. Picnic tables
- \$25. Benches
- \$25. Bleachers
- \$25. Plastic snow fence
- \$25. Fence posts
- \$25. Other material

Fees for Services Requested of City for Event:

- \$50/hour- Police Department– traffic control
- \$50/hour- Police Department- security walk-throughs
- \$50/hour- Fire Department- fire protection

Adopted:

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Stephanie Moser  
Mayor

ATTEST:

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Al Viereck  
Finance Officer



## City of Yankton Block Party Request Form

(ALL of the form must be filled out in order for the request to be deemed complete.)

Block parties are a great way for residents to come together and build strong neighborhoods through an entertaining atmosphere. The City of Yankton allows block parties as a way to foster neighborhood cohesion and strengthen our community. All City ordinances related to sound and entertainment do pertain to Block Parties. Block Party hours may NOT extend past 11:00 p.m. Requests submitted less than 30 days prior to the event are subject to an additional administrative fee and may not be approved.

**A \$25 application fee is required at the time of submission of this request.**  
**An additional \$25 administrative fee will be applied if request is submitted less than 30 days prior to the event.**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Representing: \_\_\_\_\_  
(Group/Organization)

Applicant/Group/Organization Emergency Contact Numbers

Must be available during the duration of the event-minimum of two (2) required.

Name: \_\_\_\_\_ cell phone: \_\_\_\_\_

Name: \_\_\_\_\_ cell phone: \_\_\_\_\_

Full Description of the activities to be carried out under this request:

\_\_\_\_\_  
\_\_\_\_\_

Approximate number to participate in request: \_\_\_\_\_

### List All Streets Requesting To Be Closed

Street Name: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Date of desired street closure: \_\_\_\_\_ Time of desired street closure: \_\_\_\_\_

Street Name: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Date of desired street closure: \_\_\_\_\_ Time of desired street closure: \_\_\_\_\_

**By approval of this request, the City of Yankton assumes no liability for any damages or injuries suffered by participants in the activity described above. The City of Yankton will provide street closure barricades, all other equipment is the sole responsibility of the applicant/group/organization.**

I have read and fully understand the request application and rules. I attest that information provided on this request is accurate.

Dated: \_\_\_\_\_, 20\_\_\_\_ By: \_\_\_\_\_



# City of Yankton

## Permit to Assemble Form

Assembly events may include, but are not limited to gatherings, assemblies, demonstration rallies and other expressive events.

The Permit to Assemble Form should be completed for any gathering consisting of twenty-five (25) or more participants that may disrupt the normal and ordinary use of right-of-way, public property, or public facilities.

If your group/organization requests the use and delivery of City of Yankton equipment, delivery fees may apply.

Please complete the form with accurate information. The information provided will ensure the overall safety of participants, help first-responders provide immediate assistance to any emergency event, and allow for alternate routing of public spaces, property or facilities that may be impacted. If possible, please submit the Permit to Assemble three (3) days prior to your planned assembly.

Event Name: \_\_\_\_\_

Date of Assembly: \_\_\_\_\_

Planned Start Time: \_\_\_\_\_ Planned Finish Time: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Number of participants (estimated): \_\_\_\_\_

Planned Start Location: \_\_\_\_\_

Planned Finish Location: \_\_\_\_\_

Applicant/Group/Organization emergency contact numbers

Should be available during the duration of the event- minimum of two (2) requested.

Name: \_\_\_\_\_ cell phone: \_\_\_\_\_

Name: \_\_\_\_\_ cell phone: \_\_\_\_\_

***The permittee, group or organization shall indemnify and hold harmless the City of Yankton from and against all suits or claims that may be based upon any damage or injury or death, to any person or property that may occur, or that may be alleged to have occurred, in the course of the use of the premises by the permittee, group or organization.***

Name of Permit applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Request for Street Closure for Special Event

This form must be completed and submitted for any special event that is seeking road closure permission.

A special event application may also be required for approval.

\*any street closure request turned in within 30 days of the closure may not be approved

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### Contact Information

Date of Request: \_\_\_\_\_

Organization Requesting Closure: \_\_\_\_\_

Person Making Request: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Name: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

### List all streets requesting to be closed

Street Desired: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_  
(Street name) (Street name) (Street name) (Time/date)

Street Desired: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_  
(Street name) (Street name) (Street name) (Time/date)

Street Desired: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_  
(Street name) (Street name) (Street name) (Time/date)

### I understand that this request is granted subject to the following conditions:

The sidewalk/street will not be used or blocked in such a manner that a safety hazard would occur or that an obstruction will be created that would unreasonably interfere with police, fire or health of the city. Further, there will be no solicitation in the street, crosswalk or intersection and that violation of the above conditions will cause this permit to be rescinded. \*This request does not include towing authorization. If you wish to have towing ability within your street closure, you will be required to submit a special events application.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Manager Signature**

\_\_\_\_\_  
**Date**

# City of Yankton Special Event Emergency Plan (SEEP)

As an event sponsor, it is your responsibility to identify and mitigate potential emergency situations at the event site and describe procedures that will be followed to minimize risk and prevent loss of life and property. It is the responsibility of the event organizers to initiate emergency procedures during your special event. Event planners should consider the scope of the event, the risks to spectators and participants, community impact, and the support required. This document must be completed and submitted with your Special Event Application in order for your application to be considered complete and move through the approval process.

## Event Communication

Please identify how your group or organization will communicate internally during the duration of your event. Examples would include 2-way radios and/or cell phones. Also, please indicate who the primary leadership member will be to initiate all event related communications.

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Primary Leadership member: \_\_\_\_\_ cell phone: \_\_\_\_\_

## Weather Monitoring

Any outdoor special event should have a plan for inclement weather. Please be familiar with weather definitions so that your response is appropriate to the situation. The use of mobile weather apps or NOAA weather radios should be utilized by event staff to stay up to date on changing weather. Yankton County Emergency Management will loan two (2) weather radios for special events.

Do you need a weather radio?  YES  NO

**Watch:** Conditions are favorable for the development of severe weather. You should closely monitor weather conditions that potentially could deteriorate.

**Warning:** Severe weather is present and is being observed in the immediate area. Listen to instructions from emergency officials and communicate to your team what steps need to be taken.

Please identify who will be responsible for monitoring inclement weather and communicating with event leadership. The primary leadership member must then disseminate information to participants and guests.

Inclement Weather monitor: \_\_\_\_\_ cell phone: \_\_\_\_\_

## Weather Emergency Levels

**Level 1 (Yellow)**- If a severe weather watch has been issued for or within 100 miles of Yankton, please make your staff and volunteers aware of conditions that “may” deteriorate and emergency protocols.

**Level 2 (Red)**- If a severe weather warning has been issued for Yankton County OR lightning has been detected within 15 miles of Yankton, emergency notifications should be made immediately.

**Level 3 (Black)**- Severe weather is present and immediately impacting an event location, ensure events are ceased, ensure areas are evacuated, utilize shelter in place locations, ensure all staff and patrons seek shelter.

## Weather Emergency Procedures

In the event lightning is detected within 15 miles of your location OR a weather warning has been issued for the location, emergency notifications may require:

**Halt:** temporary suspension of special event programs and activities until lighting or severe weather has safely moved out of proximity of the location. Event staff should remain close in a safe area and will determine a potential restart of the event. Primary leadership member should communicate with staff the necessary restart information well in advance of the restart of programs and activities.

**Shut Down:** If severe weather occurs and the time range and severity is so extreme no immediate end is predictable and halting activities is not the best option.

The City of Yankton or Yankton County Emergency Management will not reimburse or be responsible for fees or losses due to a special event shut down determined by your committee.

Please identify how communication will be made with the event patrons to notify them to begin evacuation or shelter in place should a halt or shut down be necessary.

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Identify any locations in proximity to your event to serve as shelter in place gather points. Please be aware, most parks and green spaces in the City of Yankton do not have facilities that can serve as storm shelters.

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In case of a severe weather event, the following **Emergency Notifications** steps should be made to ensure the safety of patrons:

- Notify the primary leadership member of a severe weather emergency
- Prepare a pre-scripted message for announcement
- Ensure storm sheltering locations are open (if applicable)
- Ensure event volunteers/staff are in place to direct guests for an evacuation or shelter in place
- Make PA announcement to guests
- Ensure all programs and activities have ceased

### **Medical Emergency Planning**

All events, both indoor and outdoor, should have a plan in place to deal with a medical emergency. Having volunteers and staff prepared to deal with emergencies can be the difference between life and death. Please consider and provide necessary First Aid items on-site based on the size of your event. The primary leadership member should prepare volunteers and staff to deal with crowd control and securing the area for First Responders.

Will emergency personnel be on-site for your event?  YES  NO

Will you have access to or have an AED on-site for your event?  YES  NO

In the event of a medical emergency, who will be responsible for making the initial contact with 911 or First Responders?

Medical Response Monitor \_\_\_\_\_ cell phone: \_\_\_\_\_

Based on the location of your special event, please indicate how EMS or First Responders will be directed to enter the premises to respond to an emergency with minimal disruptions from traffic or patrons, and how your staff will assist with crowd control and EMS entry.

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### **Security Monitoring and Planning**

All events, both indoor and outdoor, should have a plan in place to deal with a breach of security and planning to ensure the safety and well-being of patrons in attendance.

Will paid security staff be on site for your event?  YES  NO

Will volunteers and staff be utilized for security on site for your event?  YES  NO

In the event of a security breach, who will be responsible for making the initial contact with 911 or First Responders?

Security Response Monitor \_\_\_\_\_ cell phone: \_\_\_\_\_

The primary leadership member should discuss the following items with all volunteers and staff:

- Different ways and locations to mass evacuate an area during a security emergency
- Where should staff meet during a security emergency
- How will staff communicate during a security emergency
- Who will direct and how patrons should be directed during a security emergency
- Signage that can be utilized ahead of time to educate patrons on emergency plan responses

Event Name: \_\_\_\_\_

Event Organization or Group: \_\_\_\_\_

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



# CITY OF YANKTON SPECIAL EVENTS APPLICATION

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The City of Yankton welcomes the opportunity to work with your organization in staging a special event on public property (streets and right-of-ways) or City property (i.e. parks- hereinafter referred to as “public property”) that is open to the general public and which will benefit the community.

- The goal of the application process is to provide you with the information you need to be successful, ensure you comply with City policy, and and comply with the law.
- Detailed information can be found in the Special Events Application Handbook. You are encouraged to read the handbook and ask questions.
- Your event is not considered official until the Special Events Review Committee has approved it. The City’s Special Event Review Committee reserves the right to deny any application.

## CITY OF YANKTON SPECIAL EVENTS CONTACT INFORMATION

Events Manager – Luke Youmans – 605-668-5238 or [lyoumans@cityofyankton.org](mailto:lyoumans@cityofyankton.org)

Licensing and Permitting – City Finance Office – 605-668-5243 or [license@cityofyankton.org](mailto:license@cityofyankton.org)

## SPECIAL EVENT APPLICATION FEES

These fees are applicable to any entity hosting a defined special event on public or City property. Any fees associated with your special event must be submitted with your application unless other arrangements have been made with the Events Manager.

Special Event application fees are nonrefundable.

### Special Events Application Fee:

<b>Tier 1 classification.</b> Special Events with 1000 participants or more; and/or Any activity involving the sales of alcohol.	<b>\$100 application fee.</b>
<b>Tier 2 classification</b> Parades utilizing City Streets	<b>\$50 application fee.</b>
<b>Tier 3 classification.</b> Special Events with less than 1,000 participants; and Including the sale of merchandise and/or food; and There will be NO availability of alcohol.	<b>\$25 application fee.</b>
<b>Tier 4 classification.</b> Special Events with no City services or equipment; and There will be NO availability of alcohol, or sales of merchandise or food.	<b>\$0 application fee.</b>

*\$50 administrative fee – if application is submitted less than 60 days prior to event\**

*\*any applications turned in within 30 days of the event may not be approved*

**City Materials Use and Delivery Fees:**

Delivery fees for each type of City of Yankton materials delivered and picked up from event are indicated below.

Amounts of materials needed will be determined after meeting with the applicant.

Check all that apply.

- \$25. Class 3 street closure barricades
- \$25. Traffic barrels/candles
- \$25. Orange cones
- \$25. A-frame No-Parking signs
- \$25. A-frame signs for special events no-parking display
- \$25. Garbage barrels
- \$25. Picnic tables
- \$25. Benches
- \$25. Bleachers
- \$25. Plastic snow fence
- \$25. Fence posts
- \$25. Other material: \_\_\_\_\_

**Services Requested of City for Event:**

Fees for each type of service are indicated below. Requests may not be able to be provided by the City due to staff availability.

Check all that apply.

- \$50/hour- Police Department– traffic control
  - \$50/hour- Police Department- security walk-throughs
  - \$50/hour- Fire Department- fire protection
  
  - Electrical needs: \_\_\_\_\_ 110V      \_\_\_\_\_ 220V
-

Please fill out this Special Events Application to the best of your knowledge and as detailed as possible.

## EVENT INFORMATION

APPLICANT'S NAME: \_\_\_\_\_

COMPANY/ORGANIZATION: \_\_\_\_\_

ORGANIZATION TYPE:           NON-PROFIT   or    PROFIT

MAILING ADDRESS: \_\_\_\_\_

PHONE: (DAY): \_\_\_\_\_

PHONE (CELL): \_\_\_\_\_

EMAIL: \_\_\_\_\_

## EVENT SPECIFICS

EVENT NAME: \_\_\_\_\_

PURPOSE/DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

SET UP DATE/TIME: \_\_\_\_\_

TAKE DOWN DATE/TIME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

EVENT LIAISON WHO WILL BE THE ON-SITE CONTACT PERSON: \_\_\_\_\_

EVENT LIAISON CONTACT PHONE: (DAY): \_\_\_\_\_

EVENT LIAISON CONTACT (CELL): \_\_\_\_\_

TOTAL ESTIMATED TO ATTEND: \_\_\_\_\_

- If alcohol will be available at the event, private security is highly recommended.
- If the event's attendance is estimated at more than 1,000 private security is highly recommended.
- If there has been a past history of incidents at the event, private security is highly recommended.
- If the event's attendance is estimated at less than 1,000 people private security may be suggested.
- The City of Yankton reserves the right to provide additional security/police to the private event security and at a cost to the event should it be deemed necessary.

EVENT COMPONENTS: *(check all that apply)*

Some requested components may require approval from the City Commission which meets on the second and fourth Monday of each month.

- LIVE MUSIC
  - (requires a Special Event Dance License and one City Commission meeting)
- FOOD
  - Yes, this event will involve food for sale from vendors (requires a Street Vendor of Food License).
  - Yes, this event will involve food but there will be NO SALE of food.
- BEER AND/OR WINE
  - Yes, this event will involve the sale of beer and/or Wine (requires a Special Event Malt Beverage and/or Wine License).
    - Only established bars/restaurants with a valid Liquor License may apply to sell beer/wine at a special event.
    - The Special Event Alcohol License approval requires **two** City Commission meetings.
  - Yes, there will be alcohol at this event but there will be NO SALE of alcohol or any alcohol-related sales, such as event participation fees or cup fees.
- MERCHANDISE VENDORS
  - (requires a Transient Merchandise License and one City Commission meeting)
- ANY TYPE OF PARADE
- VEHICLES/MOTORCYCLES
- ANIMALS
- AMUSEMENT RIDES
- INFLATABLES FOR CHILDREN
- COMPETITIVE TOURNAMENT
- CEREMONY
- WALK
- BIKE RIDE
- RACE: 1 MILE, 3K, 5K, 10k
- RACE: HALF MARATHON or MARATHON
- TRIATHLON
- FIREWORKS – Permission to shoot fireworks will require a permit from the Yankton Fire Department.
- OTHER: \_\_\_\_\_

*(check all that apply)*

- SPECIAL EVENT NO PARKING AND STREET CLOSING (Police enforcement & towing)
  - No parking signs with specific event information securely attached must be posted, by the event organizers, in the no-parking zone forty-eight (48) hours prior to the event start time. Approval can be granted by the City Manager or designee.
- STREET CLOSING (no City enforcement & no towing) – Approval can be granted by the City Manager or designee.
- PARKING LOT CLOSURE. Approval can be granted by the City Manager or designee.

NOTE: The property owners in the block(s) in question must be agreeable to the barricades and or blockage of streets. The Event Liaison must contact all of the property owners to advise them of the event and street closure times and provide the City Events Manager with a coordinating list and signatures.

**AMPLIFIED SOUND**

If any part of your event will involve amplified or loud noise on Public Property, please specify the following information:

AMPLIFIED SOUND DATE & START TIME: \_\_\_\_\_

AMPLIFIED SOUND DATE & END TIME: \_\_\_\_\_

Please specify location(s) within your closure where amplified noise will occur:

\_\_\_\_\_

**SHELTERS/RENTALS**

If any part of your event will involve the use of park shelters or City building rentals, it is the Event Liaison’s responsibility to call the Parks Department and make reservations, 605-668-5231.

**DECORATIONS**

If any part of your event will involve the use of decorations of any kind, please provide the following information:

Description of decorations used (include map if necessary): \_\_\_\_\_

\_\_\_\_\_

Decoration set up time: \_\_\_\_\_ Decoration take down time: \_\_\_\_\_

***Any decorations put up by event organizers must be approved by the City, must not obstruct public right of way or street signs and must be taken down by the end of the event.***

**TRASH REMOVAL PLAN:**

As the event host, the Applicant is responsible for removing all trash from the event site (picking up all loose trash on the ground/street/gutters), including emptying all trash receptacles and dumpsters.

Please detail your plan to handle event waste and recycling removal:

---

**PORTABLE TOILETS/RESTROOMS:**

As the event host, the Applicant is responsible for providing toilets for event participants. Minimum toilet requirements is one (1) toilet for every 250 persons with 5% of toilets being ADA compliant. If available restrooms under the control of the Applicant are expected to be insufficient to meet this requirement, portable toilets shall be required to be provided by the Applicant at its own expense.

Please provide what public restrooms (park facilities or private businesses) are agreed upon:

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If required, please provide number of portable toilets that will be brought:

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**INSURANCE REQUIREMENT:** As the event host, the Applicant must obtain at its own expense a general liability event insurance policy covering the event. The minimum general liability insurance limits for such policy shall be one million dollars (\$1,000,000) per occurrence which protects the organizing group and the City of Yankton against liability claims resulting from activities at the event. The City shall be named on the policy as an additional insured. If alcohol is being served, an additional one million dollar (\$1,000,000) alcohol liability insurance policy is also required. ***Event insurance covering the duration of your event must be submitted before your application is given final approval.***

**HOLD HARMLESS AND INDEMNIFICATION:** The event organizers agree to indemnify, defend and hold harmless the City of Yankton, its officers, agents, and employees, from and against any and all actions, suits, damages, liability, or other proceedings arising from or in any way relating to usage of public property by the event. The City of Yankton is not responsible for any loss or damages to private property. The event further agrees to accept all responsibility for any and all medical bills incurred or claimed by the participants, volunteers, spectators, and any others associated with the use of the public property by the event; and the event shall indemnify, defend and hold the City of Yankton completely harmless from and against any and all such claims.

**The following materials must be submitted with your special event application to be deemed complete. All related forms can be found on the City of Yankton's website under the Special Events section.**

- Completed Emergency Response Plan form
- Detailed Map including street closures, requested open container areas, routes, start/finish lines, set-up plans for stage, portable toilets, tables, tents, vendors, activities, emergency access points, parking and any other relevant information.
- Road Closure form (if application)

Applicant acknowledges and agrees to abide by all terms and conditions contained within the City of Yankton's Special Events Application Handbook, a copy of which is freely available from the City's Special Events Manager or available for download from the City's website.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Email completed application to [lyoumans@cityofyankton.org](mailto:lyoumans@cityofyankton.org) or send to 416 Walnut Street, PO BOX 176, Yankton, SD 57078.**

**PLEASE NOTE:** This application may be denied at the discretion of the following for any reason, including, but not limited to the following:

- if the proposed activity disrupts traffic beyond practical solution;
- interferes with access to fire stations and hydrants;
- causes undue hardship or unreasonable nuisance to surrounding residents or businesses;
- conflicts with previously scheduled events;
- requires unreasonable efforts or numbers of public employees or so many public employees that services are denied to the public at large;
- fails to fall within City Standards.
- The permit may also be rescinded at any time if incomplete and inaccurate information was provided on the application;
- if the event is not held within the terms of the permit,
- or if there is failure to comply with applicable legal requirements, City Ordinances, or State Law.
- The City has the ability to deny future requests based on past performance, failure to adhere to responsibilities, or damage to public property.

**FOR CITY USE ONLY**

APPROVED BY:

CITY MANAGER \_\_\_\_\_

FINANCE \_\_\_\_\_

FIRE DEPARTMENT \_\_\_\_\_

POLICE DEPARTMENT \_\_\_\_\_

PUBLIC WORKS DEPARTMENT \_\_\_\_\_

EVENTS COORDINATOR \_\_\_\_\_

Updated May 2023



# CITY OF YANKTON SPECIAL EVENTS APPLICATION HANDBOOK

## Table of contents

Page 1&2-Table of contents

Page 3- Section 1  
General Guidelines & Definitions

Page 4- Approving and Issuing a Permit

Page 5- Special Event Definitions  
Classification of Special Events  
Tier 1 Class  
Special Events with 1000 participants or more; and/or  
Any activity involving the sales of alcohol.

Page 6- Tier 2 Class  
Parades utilizing City Streets  
Tier 3 Class  
Special Events with less than 1,000 participants; and  
Including the sale of merchandise and/or food; and  
There will be NO availability of alcohol.  
Tier 4 Class  
Special Events with no City services or equipment; and  
There will be NO availability of alcohol, or sales of merchandise or food.

Page 7- Section 2  
Special Event Licenses & Permits  
Special Event No Parking- Street Closing; Closing of Public Parking Lot Permit(enforcement and towing)  
Special Event Dance License

Page 8- Transient Merchant License  
Peddlers or Solicitor License

Page 9- Discharging of Fireworks Permit  
Special Event Street Closing Permit (no enforcement and no towing)  
Street Vendor of Food License

Page 10- Itinerant Restaurant License  
Section 3  
Special Event Alcohol Licenses & Permits  
Special Event Malt Beverage and/or Wine License

Page 11- Special Event Alcohol Licensing per State Law  
Alcohol Management Pertaining to Special Events on Public Property

Page 12- Open alcohol containers in designated event area Permit  
Section 4  
Event Security  
Section 5  
Portable Toilets

Page 13- Section 6  
Insurance  
Section 7  
General Policies & Rules  
Decorative Materials

Page 14- Facility Cleaning  
Keys  
Lost & Found  
Safety

Page 15- General Policies  
Section 8  
Tents  
Section 9  
Miscellaneous  
Approval of Events

Page 16- Banners/Signs  
Barricades/Traffic Control Devices  
City Equipment  
Water Hydrants  
Trash Removal

Page 17- Electric  
Animals/Petting Zoos

Page 18- ADA Statement for Event Providing Public Access

Page 19- Section 10  
Assemblies & Demonstrations

Page 21- Section 11  
State of SD Contacts  
Department of Health  
Department of Revenue

City of Yankton Events Manager  
Luke Youmans, 605-668-5238  
[lyoumans@cityofyankton.org](mailto:lyoumans@cityofyankton.org)

## SECTION 1

The City of Yankton welcomes the opportunity to work with your organization in staging a special event on public property (streets and right-of-ways) or City property (i.e. parks- hereinafter referred to as “public property”) that is “open to the general public” and which will benefit the community.

- The goal of the application process is to provide you with the information you need to be successful, ensure you comply with City policy, and and comply with the law.
- Please read through this handbook and ask questions.
- Included in this handbook is a list of names and phone numbers of City staff who will answer your questions and guide you through unfamiliar permitting processes. Please be sure to call when you have a question.

### General Guidelines and Definitions

1. The special event policy will govern any special interest use of public property (streets, right-of-ways) or City property. This includes any and all events meeting the criteria and definition of a special event.
2. An application must be processed for each event and the written approval in the form of a permit must be received from the City before a public announcement of the event can be made.
3. All requests to conduct a special event in the City of Yankton will be directed to the Recreation and Events Manager, 605-668-5238.
4. It shall be required that an Event Liaison be designated from the organization or group. This person will be charged with the responsibility of working with the Events Manager. The Event Liaison shall assume the primary responsibility of insuring that all application requirements are met.
5. The special event application for the use of public property should be submitted via the City website or in written form (Special Event Application) at least **sixty (60) days prior to the event**.
  - Major events (1,000+ attendees) should be submitted **six (6) months prior to the event**.
6. The City Manager, Events Manager, and other City departments will review the application.
7. All proposed events requiring City assistance must be held within City Limits.
8. The City of Yankton reserves the right to refuse a request, ask for modifications, or cancel an event.
9. Event date and/or time extensions of approved events shall be handled through the Events Manager and must be approved by the City.
10. The City recognizes the potential public safety risks associated with vehicle movement in the spectator area of an event. All vehicle movement inside the event should be limited.
  - The Event is liable for the operators and safe use of vehicles inside the event.
11. Events scheduled must be concluded by:
  - for Fantle Memorial Park by 12:00 am with loud noise ceasing at 11:00pm.
  - for Riverside Park 1:00am with loud noise ceasing at 12:00am.
    - Riverside Park is closed to the public from 1:00am to 5:00am.
12. The City of Yankton Noise Ordinance (16-18) will apply to all events.

13. To ensure the rights of homeowners, residents, and businesses are not violated, organizers must publicize the need for organizers and attendees to obey all traffic and parking regulations. Many of these regulations are directly related to public safety and, as such, are strictly enforced.
  - Advanced notification to patrons, vendors and spectators will reduce the potential for any ill will toward the sponsor and the City if tickets are issued or vehicles are towed. The City does not wish to have the event or the City criticized for inviting the public to an event and failing to warn them of ticketing/towing for non-compliance of safety and laws.
14. The City of Yankton Sign Ordinance will apply to all events.
15. Responsible alcohol management is an important factor in the success of an event. The proper sale and consumption of alcohol at an approved event is an important crowd management factor. If your organization is practiced in managing the sale of alcohol, many problems can be minimized or avoided. This makes the event a positive experience for all attendees. There are certain regulations with which your event must comply when having an alcohol-approved event in the City of Yankton.
16. When beer/wine is served during an event, organizers assume the responsibility to follow all State and Local regulations and laws pertaining to alcohol.

**In approving and issuing a permit for a special event, the City considers whether:**

1. The event will not cause injury to persons or property, create a disturbance, cause disorderly conduct, be a threat to public safety, or encourage or result in violation of the law;
2. The event will not substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area;
5. City equipment and services are officially requested and then are available;
6. Other known scheduled special events and/or reoccurring community events are not already scheduled for the chosen date; and
7. The event upholds the mission of the City of Yankton which is to provide exemplary experiences, services & spaces that create opportunities for everyone to learn, engage, and thrive.
8. All permit requirements have been met.
9. The event was held in the past and the City determined after it concluded that it was an unsafe event and/or it was poorly managed by event organizers.

## Special Event Definition

Special Events require a permit issued by the City of Yankton.

Any special interest use or activity sponsored by an organization or individual, other than the City of Yankton, consisting of 25 or more persons, animals, or vehicles or combination thereof held on public property that is “open to the general public” and of benefit to the community that:

1. requires temporary or exclusive use of any portion of public property, including but not limited to roped-off park areas, streets, alleys, right-of-ways, stages, tables, bleachers, tents, temporary barriers and/or boundaries; and/or;
2. impedes the normal flow of traffic; and/or
3. impedes the enjoyment or use of the property by the public or deviates from the current land use

Such events may include but are not limited to:

- Amusements or carnivals
- Entertainment
- Music by way of amplification
- Dancing
- Dramatic or theatrical productions
- Festivals
- Parades
- Runs, walks, triathlons, bicycle races or rides that do not conform with normal traffic flow or may impede or interfere with normal traffic flow
  - Routes for walks, runs, or marathons must be approved by the City of Yankton.
- Any activity erecting structures not present on public space
- Any activity taking place on public spaces that requires city services for successful execution

## Classification of Special Events- application fees apply to the tier of event.

**Tier 1 classification. \$100 application fee.**

**Special Events with 1000 participants or more; and/or**

**Any activity involving the sales of alcohol.**

Events that are created and implemented by non-City organizations.

- The City “Highly Recommends” private security for these events. Private security must be obtained at the cost and expense of the event organizer.
- Private security would be utilized to police the event area, keep order, check ID’s if alcohol is present, and protect event attendees.
- An Emergency Response Plan (ERP) will need to be submitted prior to approval.
- The Applicant must obtain at its own expense a general liability insurance policy covering the event with the minimum general liability insurance limits for such policy being one million dollars (\$1,000,000) per occurrence. The City shall be named on the policy as an additional insured.
- The event organizer is responsible for all costs associated with City materials use and delivery fees.
- Random event checks may take place to ensure compliance with event application.

## **Tier 2 classification**

### **Parades utilizing City Streets – \$50 application fee.**

Parades provide a unique contribution to the City by promoting community identity and providing cultural enrichment.

- The applicant must obtain at its own expense a general liability insurance policy covering the event with the minimum general liability insurance limits for such policy being one million dollars (\$1,000,000) per occurrence. The City shall be named on the policy as an additional insured.
- Requires street closures including the equipment to close off cross-traffic intersections.
- City of Yankton vehicle with flashing lights to escort to lead the parade.
- The event organizer is responsible for all costs associated with City materials use and delivery fees.
- It is the sole responsibility of the event organizer to contact all impacted property along the designated road closure parade route.
- Parade routes must be approved by the City. There is a set parade route for downtown utilizing city streets.
- Event staff will need to close intersections.
- Event staff will need to perform crowd control along the route.
- Through the special event application process, the City of Yankton will determine the amount of traffic control attendants needed for event.

### **Tier 3 classification. \$25 application fee.**

#### **Special Events with less than 1,000 participants; and**

#### **Including the sale of merchandise and/or food; and**

#### **There will be NO availability of alcohol.**

- The City “suggests” private security for these events. Private security must be obtained at the cost and expense of the event organizer.
- Private security would be utilized to police the event area, keep order, and protect event attendees.
- The Applicant must obtain at its own expense a general liability insurance policy covering the event with the minimum general liability insurance limits for such policy being one million dollars (\$1,000,000) per occurrence. The City shall be named on the policy as an additional insured.
- The event organizer is responsible for all costs associated with City materials use and delivery fees.
- Random Event checks may take place to ensure compliance with event application.

### **Tier 4 classification. \$0 application fee.**

#### **Special Events with no City services or equipment; and**

#### **There will be NO availability of alcohol, or sales of merchandise or food.**

Special events on private property or events utilizing public property but the event will require no City staff services or equipment.

- Private security may not be necessary for smaller special events of this nature.
- If the event is taking place on public property, the applicant must obtain at its own expense a general liability insurance policy covering the event with the minimum general liability insurance limits for such policy being one million dollars (\$1,000,000) per occurrence. The City shall be named on the policy as an additional insured.
- Random Event checks may take place to ensure compliance with event application

## SECTION 2

# SPECIAL EVENT LICENSES AND PERMITS

ALL REQUESTS SHOULD BE MADE IN ADVANCE (sixty days up to six months in advance) OF ANY EVENTS DUE TO THE EXTENT OF PROPER PLANNING AND COMPLETING THE PERMITTING PROCESS.

### **SPECIAL EVENT NO PARKING- STREET CLOSING; CLOSING OF PUBLIC PARKING LOT PERMIT**

#### **(Police enforcement AND towing) City Ordinance 14-164**

- An event which has a vehicle and/or semi-permanent structure placed on a street, sidewalk, or trail will require a special event application with street closure.
- Along with the special events application, a detailed map must be submitted identifying the boundaries that will establish a zone in which no person shall park a vehicle on a specified date and during specified times. Vehicles found within the special events no parking zone may be towed by the event.
- No parking signs with specific event information securely attached must be posted in the zone forty-eight (48) hours prior to the event start time. The event times should include set-up and take-down.
- It is recommended a PSA (Public Service Announcement) be sent to the local media about the street closing by the Event Liaison.
- The property owners in the block(s) in question must be agreeable to the barricades and or blockage of streets/alleys. The Event Liaison must contact all of the property owners to advise them of the event and street closure times. A list of business names and signatures must be returned to the Events Manager before this request will be sent to the City Manager for approval.
- No alcoholic beverages are permitted on public property right-of-ways or streets, whether opened or not, without the appropriate alcohol licensing.
- Decorating of streets MAY be permitted with special permission from the City. Decorations must not obstruct the public right of way or street signs. All decorations must be cleaned up at the end of event time.
- The event will be responsible for cleaning up the closed street(s) at its conclusion.
- The event organizer may appeal a denial of a request to the Board of City Commissioners. This appeal needs to be added to the agenda of an upcoming Commission Meeting. It needs to be added seven days prior to the scheduled meeting of the Board of City Commissioners.

### **SPECIAL EVENT DANCE LICENSE**

See South Dakota Codified Law (SDCL) 9-34-15. Temporary license to hold a dance. Includes all events with live music.

- This license requires an inspection of the premises by the Building Inspector and Fire Department to ensure that the premises conform to the provisions of Code and other ordinances of the city and the laws of the state.
- The Chief of Police will be contacted to see what type of security needs to be in attendance at the dance. Also a police check may be conducted by our local Police Department.
- Proof of liability insurance with the City named as additional insured or a bond is needed.
- Processing of this application takes **ONE** City Commission meeting.
- Deadline for submission of application is at least two weeks prior to the City Commission meeting date when the request will be considered.
- This license alone does not allow for serving or consumption of alcoholic beverages.

## **TRANSIENT MERCHANT LICENSE**

Any person who engages in a temporary business of selling and delivering goods, wares and merchandise within the city and whom in furtherance of such purpose, hires, leases, uses or occupies any building structure, tent, railroad boxcar, public room in a hotel, or vehicle of any character whatever, for the exhibition and sale of such goods, wares and merchandise. The term “transient merchant” shall also include any person offering for sale or selling from a wagon, automobile or truck, or their vehicle, or from stands, any fruit, vegetable or farm products except as otherwise provided in this division. (Per City of Yankton Code a person retailing merchandise or products of his own manufacture or production is exempt.) A “transient merchant” does not include any newly opened business that is of a permanent nature.

- This license requires police check by our local police department and needs to be done prior to submitting the application to the City Commission.
- A South Dakota Sales tax license is required.
- Proof of liability insurance or a bond is needed.
- The business cannot sell in State of SD right-of-way.
- Processing of this application takes **ONE** City Commission meeting.
- Deadline for submission of application is at least two weeks prior to the City Commission meeting date when the request will be considered.

## **PEDDLERS OR SOLICITOR LICENSE**

*Peddler* – shall mean a person engaged in the selling or personal property of personal services to include, but not limited to, spraying, trimming, or pruning of trees and shrubs of all species, painting or repairing buildings or structures, and pest or rodent control by going about from place to place, highway or street parking, or house to house either in person or by telephone to sell the same and who carries with him such property for delivery at time of sale or performs such service at the time of contract for such service or immediately thereafter.

*Solicitor* – shall mean a person engaged in going from place to place, highway or street parking, or house to house either in person or by telephone to solicit orders for, or to offer to sell, personal property for future delivery. The term “solicitor” shall also include a person soliciting orders for books, papers, or magazines or subscriptions thereto, and shall include solicitors for transient or nonresident photographers. A solicitor for a transient photographer means any person going from house to house, place to place, or street to street soliciting orders for photographic work to be done by a transient photographer. A solicitor for a nonresident photographer means any person going from house to house, place to place or street to street soliciting orders for photographic work to be done by a photographer who has no studio or other place in the city fully equipped for the taking and finishing of photographs.

- These licenses require a police check by our local police department and needs to be done prior to submitting the application the City Commission.
- A South Dakota Sales tax license is required.
- Proof of liability insurance or a bond is needed.
- Processing of this application takes **ONE** City Commission meeting.
- Deadline for submission of application is at least two weeks prior to the City Commission meeting date when the request will be considered.



## **DISCHARGING FIREWORKS PERMIT**

A special events application needs to be submitted to the Events Manager to be placed before the City Commission to grant permission for discharging fireworks in City Limits.

- A form must be completed for the Yankton Fire Department and Yankton County Sheriff also.
- The Fire Chief can cancel public displays for dry or hazardous conditions even if a permit has been granted.
- Requests can be made through the events application.
- This request will be coordinated by Events Manager along with the City Manager, the Fire Department, Police Department, and County Sheriff.
- Proof of liability insurance or a bond is needed.
- Processing of this application takes **ONE** City Commission meeting.
- Deadline for submission of application is at least four weeks prior to the City Commission meeting date when the request will be considered.

## **SPECIAL EVENT STREET/ALLEY CLOSING; CLOSING PUBLIC PARKING LOT PERMIT (no City enforcement or towing)**

- Maps of the special event area and/or routes **are required**. Maps must indicate all of the areas and/or streets being requested for use or for closure.
- An event which has a vehicle and/or semi-permanent structure placed on a street, sidewalk, or trail will require a special event application with street closure.
- Deadline for submission of the request is at least two weeks prior to the event.
- This request will be coordinated by City Manager along with the Events Manager, Police Department, Water Department, and the Street Department.
- The property owners in the block(s) in question must be agreeable to the barricades and or blockage of streets/alleys.
- The event liaison must contact all of the property owners to advise them of the event and street closure times.
- A list of business names and signatures must be returned to the Events Manager before this request will be approved.
- It is recommended a PSA (Public Service Announcement) be sent to the local media about the street closing by the Event Liaison.
- No alcoholic beverages are permitted on public property right-of-ways or streets, whether opened or not, without the appropriate alcohol licensing.
- Decorating of streets MAY be permitted with special permission from the City. Decorations must not obstruct the public right of way or street signs. All decorations must be cleaned up at the end of event time.
- The event will be responsible for cleaning up the closed street(s) at its conclusion.

## **STREET VENDOR OF FOOD LICENSE**

Selling of food from stands, trays, machines, motor or other vehicles, upon the streets or public ground of the city.

- This application does not require City Commission approval, however the applicant will need to be inspected by the Department of Health for a State license.
- NOTE: Locating on or adjacent to City Parks or City Property requires prior written approval of the City Manager.

### ITINERANT RESTAURANT LICENSE

A restaurant operating for a temporary period of time, not in excess of ninety days, or in connection with a fair, carnival, circus, public exhibition or similar gathering.

- This license requires an inspection of the premises by the Building Inspector and Fire Department to ensure that the premises conform to the provisions of Code and other ordinances of the city and the laws of the state.
- This application does not require City Commission approval, however the applicant will need to be inspected by the Department of Health for a State license.

### SECTION 3

## SPECIAL EVENT ALCOHOL LICENSES AND PERMITS FOR BEER AND WINE

The following licenses and permits need a completed application, with the required fee at the time of submission, along with a copy of the liability insurance and then approval by the Yankton City Commission.

- A person or event cannot sell alcohol without an alcohol license.
- People cannot consume alcohol on public property (streets) without an open container permit.
- Alcohol consumption is allowed in all City of Yankton Parks.

### Special Event Malt Beverage and/or Wine License

- The application forms are available in the City Hall Finance Office, 668-5243.
- Any municipality may issue a Special Malt Beverage and/or Wine License in conjunction with special events.
- This license requires an inspection of the premises by the Building Inspector and Fire Department to ensure that the premises conform to the provisions of Code and other ordinances of the city and the laws of the state. A police check is conducted by our local Police Department, which takes about one week and needs to be done prior to submitting the application to the City Commission.
- Processing of this application takes **TWO** consecutive City Commission meetings. (City Commission Meetings are held the second and fourth Mondays of every month.) The first meeting is to set the date of the Public Hearing for the license. The second meeting is the Public Hearing for approval of the license. The applicant should be present at the second meeting in case City Commissioners have any questions.
- Deadline for submission of application is at least two weeks prior to the first of the two consecutive City Commission meeting dates when the request will be considered.
- The applicant should be present at the second meeting in case City Commissioners have any questions.

**Special Event Alcohol Licensing per State Law** Source: SL 2010, ch 185 § 1; SL 2011, ch 175, § 1.

South Dakota Codified Law (SDCL) 35-4-124. Special alcoholic beverage license issued in conjunction with special events. Any municipality or county may issue:

- (1) A special malt beverage retailers license in conjunction with a special event within the municipality or county to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(4), (6), or (16) in addition to any other licenses held by the special events license applicant;
- (2) A special on-sale wine retailers license in conjunction with a special event within the municipality or county to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(4), (6) or (12) or chapter 35-12 in addition to any other licenses held by the special events license applicant;
- (3) A special on-sale license in conjunction with a special event within the municipality or county to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(4), or (6) in addition to any other licenses held by the special events license applicant; or
- (4) A special off-sale package wine dealers license in conjunction with a special event within the municipality or county to any civic, charitable, educational, fraternal, or veterans organization or any licensee licensed pursuant to subdivision 35-4-2(3), (5), (12), (17A), or (19) or chapter 35-12 in addition to any other licenses held by the special events license applicant. A special off-sale package wine dealer's licensee may only sell wine manufactured by a farm winery that is licensed pursuant to chapter 35-12.

Any license issued pursuant to this section may be issued for a period of time established by the municipality or county. However, no period of time may exceed fifteen consecutive days. The local governing body shall establish rules to regulate and restrict the operation of the special license, including rules limiting the number of licenses that may be issued to any persons within any calendar year.

**Alcohol Management Pertaining to Special Events on Public Property**

1. Alcohol is defined as beer and/or wine. Any wine based beverage containing more than 19% alcohol would be considered a liquor.
2. Only established bars/restaurants with a valid Liquor License may apply to sell liquor at a special event.
3. NO alcohol shall be brought into or out of the venue by patrons. Proper posted signs shall be at all entrance/exit for disposal of these beverages prior to entering or leaving the venue. Open containers of alcohol and drinking in the public-right-of-way or in parking areas are not permitted by law.
4. Each approved concession area for the sale of beer and wine must have signs specifying the legal drinking age and hours of sales. Mobile vending of beer and wine is not permitted. All beer and wine sales must be at pre-approved concession areas. No glass containers may be brought onto the public property by beverage vendors for cup dispensing.
5. All individuals should have their age verified prior to selling them beer/wine. If a centralized ID check area is to be used, proof of verification should be wrist bands or some other method that has been previously approved by the City of Yankton.
6. Alcohol consumption laws will be enforced by the Yankton Police Department.
7. The organizing persons/committee takes all responsibility in the sales of alcohol and must follow and enforce all consumption laws.

Remember to err on the side of caution if there is any question whether or not an individual should be served alcohol.

## **OPEN CONTAINER IN DESIGNATED EVENT AREA PERMIT- City Ordinance Chapter 3-17 through 3-22.**

A request must be made on the special events application or to the Events Manager to place before the City Manager or his/her designee to establish the special event open container area.

- Along with the application, a detailed map must be submitted identifying the boundaries of the designated event zone. This request will establish a zone in which open containers will be allowed.
- This permit requires review by our local police department and needs to be done prior to submitting the application to the City Manager.
- No glassware will be allowed.
- The other special event requirements apply including established event hours, security plan, and liability insurance coverage.
- This request needs to be made at least four weeks prior to the event.

## SECTION 4

### **EVENT SECURITY**

The safety of the general public, event sponsors, and city employees is of paramount importance at all events. Life safety is important at events on public property because of the possibility of overcrowding public parks or public facilities that may lead to damage of the City's reputation, ability to host special events in the future, and the possibility of civil liability exposure. Each event must appoint an Event Liaison who will work closely with City Staff and Police to be the point of contact for the duration of the event.

If alcohol will be available at the event, security is highly recommended. If the event's attendance is estimated at more than 1,000 private security is highly recommended.

If the event's attendance is estimated at less than 1,000 people private security may be suggested.

The City of Yankton reserves the right to provide additional security/police to the private event security and at a cost to the event should it be deemed necessary.

Police walk-throughs and sustained presence is not possible due shift demands and staffing levels. There may be instances these services are available, but these instances are not a substitute for full time event security.

## SECTION 5

### **PORTABLE TOILETS**

The event is responsible for providing toilets for event participants.

- Minimum Toilet Requirement is 1 toilet for every 250 persons with 5% of toilets being ADA compliant.
- If available restrooms under the control of the Event Applicant (park facilities or private businesses) are expected to be insufficient to meet this requirement, portable toilets shall be required to be provided by the Applicant at its own expense.

## SECTION 6

# INSURANCE

1. General liability insurance with the City of Yankton listed as an additional insured is required for all events meeting the criteria and definition of a special event as defined in the handbook.
2. Any special event that involves the sale of alcohol must also provide alcohol liability insurance.
3. The Certificate of Insurance must be received and approved by the City. The City will not permit the special event prior to receiving the Certificate of Insurance.
4. The minimum amount liability limits for the policy will be one million dollars (\$1,000,000) per occurrence which protects the organizing group and the City against liability claims resulting from activities at the event. The liability insurance should cover for both property damage and bodily injuries, including those resulting in death.
5. If alcohol is present, alcohol liability insurance in the amount of one million dollars (\$1,000,000) must also be obtained.
6. Auto coverage may be necessary depending upon the event.

## SECTION 7

# CITY FACILITIES (IF USED)

## GENERAL POLICIES, RULES AND PROCEDURES

### DECORATIVE MATERIALS

Nothing may be nailed, stapled, tacked, or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns, windows or floors. Check with City staff for further information on appropriate decorating methods.

- Damages resulting from the improper use of these materials will be billed to organizing group. Extreme care must be taken to keep balloons securely tied to a base.
- The use of glitter, confetti, rice, or sand is not permitted.
- Birdseed may be used OUTSIDE of the facilities.
- Fog machines are prohibited INSIDE facilities.

## **FACILITY CLEANING**

Users are required to restore facilities back to original conditions. Janitorial/housekeeping are NOT City's responsibility for the event.

- All garbage is to be taken to the dumpster bins. Reline garbage cans with liners provided. Clean out any spilled garbage in the container.
- Clean all outside areas surrounding the facility, including the parking areas used by the guests.
- Tables and benches/chairs are to be wiped down.
- Check all windows and doors to make sure they are closed and secure if using a secured facility. All doors must be locked.
- All items brought by the user, guests, staff, decorators, caterers or others must be removed.
- Failure to fully clean and restore facilities may result in assessment of cleaning fees against the event Applicant.

## **KEYS**

The City charges a \$50 key deposit for the Dakota Territorial Capitol Building, Amphitheater, and City Hall Gym. The fee is paid when the key is picked up as the user is responsible for picking up keys from the Summit Activities Center, 1801 Summit Street, 605-668-5234.

- Each user is allowed one set of keys. It is the sole responsibility of the user to unlock the facility for their guests, staff, decorators, caterers, etc. It is the sole responsibility of the user to lock the facility after use.
- The user must return the keys to the Summit Activities Center the day after the event.
- The \$50 deposit is returned when the key is returned.
- With lost keys/unreturned keys, the renter will be invoiced the fee for changing the locks on the facility.

## **LOST AND FOUND**

The City of Yankton is not responsible for lost or stolen items. As a courtesy, some City facilities contribute to a lost and found collection maintained at the Summit Activities Center reception desk.

- Lost and found items must be claimed within 10 working days after the event. The items will be labeled with dates/times when turned into the Summit Activities Center.
- Failure to timely claim lost and found items will result in City donation or destruction of such items.
- The City is not responsible for reimbursing or returning items donated or destroyed under this policy.

## **SAFETY**

All equipment used by the user, staff, decorators, caterers, DJs, etc. must be UL approved.

**Underwriters Laboratories (UL)** establishes standards in electrical products in the United States and the products are identified with a UL symbol identifying approval.

- Extension cords shall be three-wire with ground and shall service one appliance or device.
- Multi-plug adapters must be UL approved and have an overload internal circuit breaker.
- Open flames are not allowed inside facilities.
- All candles must be enclosed in appropriate containers that rise at least 3" above the flame.
- Exits, entrances, air supply vents, ramps, sidewalks, and stairways must be kept clear at all times.
- Exit signs must be kept visible at all times. Fire extinguishers must be kept clear at all times.

## GENERAL POLICES

- The City staff has the right to enter the facility at any time during your event.
- Smoking, vapes, and tobacco use are prohibited within all City facilities and on City property.
- It is the facility user's responsibility to clean and leave the facility as it was when they arrived
- During the winter months, the City staff will clear walk-ways, stairs, and entrances of snow and will spread ice melt previous to an event.
  - It is the user's responsibility to maintain these areas during their event.

## SECTION 8

# TENTS

1. All areas where tents are to be erected need to be approved by the Yankton Parks Department. Underground utilities must be located prior to any stakes being driven into Public Property.
2. No tent shall be erected or used unless authorized by the Yankton Parks Department. Such authorization shall not exceed thirty (30) days.
3. No tents shall be erected closer than six (6) feet to a property line, ten (10) feet to any building or structure, closer to the street line than building line, or in the right-of-way.
4. Tents shall not be treated with any substance or preparation which would increase the rate of combustibility of the fabric.
5. Tents shall not be erected when subject to overloading by sleet or snow.
6. The provisions of this section, except as to safety, do not apply to temporary tents under 200 sq. ft. erected for the purpose of providing shelter at a cemetery for a funeral, special occasions (such as picnics, private receptions, and similar affairs lasting not more than one (1) day) when erected and used under proper direction.

## SECTION 9

# MISCELLANEOUS

## APPROVAL OF EVENTS

Once a written request (Special Events Application) and all corresponding materials (maps, licenses, insurance, etc.) are received by the Events Manager, the request/application will then be submitted for approval.

- It is the responsibility of the Event Liaison to work with the Events Manager to ensure that all requirements for the City are met in a timely manner.
- The Events Manager will contact you with your approved permit.
- The event organizer may be subject to paying for City of Yankton staff overtime if called out to help during event. The City's expectation is events will be self-functioning from set-up to clean-up.

## **BANNERS/SIGNS**

The hanging of banners or signs must follow the City of Yankton Sign Ordinance and/or must have prior approval.

- The Sign Ordinance is governed by Community Development and Code Enforcement, 605-668-5251.
- Signs for street closure must be set out 48 hours prior to approved closure time.
- It is the responsibility of the Event Liaison to communicate with the City Events Coordinator for pick up/drop off and number of signs needed.
- All signs must be clear of paper when picked up and returned to the City.

## **BARRICADES/CONES**

The amount of barricades and other traffic control devices needed for an event will be determined with input from the Street Department, Police Department, Events Manager, and the Event Liaison.

- Set-up and take-down of barricades and other devices is the responsibility of the Event Liaison and event workers.
- Includes Class 3 type barricades, traffic barrels, traffic candles, and safety cones.
- An equipment fee will apply.

## **CITY EQUIPMENT**

The amount of equipment needed will be determined with input from the Events Manager.

- Picnic tables, benches, bleachers, blank A-frame signs, no parking A-frame signs, plastic snow fence, and fence posts MAY be available from the City.
- An equipment fee will apply.

## **WATER HYDRANTS**

If water from a hydrant is requested, approval will be required from the City of Yankton and a metered adapter for the hydrant will be used for billing purposes.

- Any event requiring hydrant water must identify needs with the Events Manager well in advance of event and arrangements will be made with the Water Department and City Utility Billing Office for a meter.

## **TRASH REMOVAL**

Trash removal at the event site from garbage barrels, dumpsters, and picking up loose trash on the ground/streets/gutters, is the responsibility of the special event group.

- Cleaning streets, right-of-ways, and sidewalks of grease or other cooking by-products is the responsibility of the event.
- Portable garbage receptacles MAY be available from City upon request.
- Hauling of garbage from receptacles to dumpsters is the responsibility of the event.
- Hiring a trash removal company to provide trash dumpsters and remove trash from dumpsters is the responsibility and at the cost of the event.



## **ELECTRIC**

The event organizer will need to provide the City with an electrical plan as part of the special events application process (power needs, exact locations, detail where power will come from, what licensed electrician the event will be working with).

- Any event requiring electrical usage must identify needs with the Events Manager.
- When an event requires electricity, all electric service from existing City electric outlets to vendors and entertainment, shall be installed and maintained by a licensed electrician paid for by the event.
- The City of Yankton does not provide staffing to maintain electric services during events.
- Electric extension cords when utilized shall be properly sized and maintained by a licensed electrician.
- Gauge size of cords used must be compatible with equipment.
- Cords shall not be frayed.
- Cords shall be completely covered with tape or other method to prevent tripping.
- Cords shall be properly grounded.
- City provided outlets are GFCI protected. Any faulty equipment or cords that plug-in to these outlets will cause the GFCI to trip the breaker. A licensed electrician would need to be utilized to reset the GFCI circuits. This expense would be at the organizer's cost.

### **DOWNTOWN EVENT POWER**

- Standard 110v outlets in landscape/tree pits along Walnut are for decorative lighting only – not for public use during events. These outlets cannot power bouncy houses, cookers, or other vending/event needs.
- Standard 110V outlets in alleyways along 3<sup>rd</sup> Street may be used by events.
- The large 220v outlets in alleyways or at the intersection of 3<sup>rd</sup> and Walnut (SE and NW corners) or at the intersection of Walnut and 2<sup>nd</sup> (NW corner) can be used as 220v or they can also be broken down to 110v for event needs. The event will need to get an outlet board (spider board) from a licensed electrician to break down the power to 110v outlets and this would be at the event organizer's cost.
- If an electrician is needed during the event to help with power and electrical problems, this would be at the event organizer's cost. The City does not provide staff to help with electrical issues.

## **ANIMALS/PETTING ZOOS- reference City Ordinances 5-3 and 5-4.**

With the exception of guide, signal or service dogs, animals are not allowed in City facilities without prior approval of the City Manager or his/her designee. Approval is based on whether the animal is legitimately part of the show, exhibit, or activity requiring the use of animals. If allowed, the Special Event is responsible for the liability associated with animals and sanitary needs.

Animals as part of the show, exhibit, or activity during an outdoor Special Event also needs prior approval of the City Manager or his/her designee. If allowed, the Special Event is responsible for the liability associated with animals and sanitary needs.

## **ADA STATEMENT PROVIDING PUBLIC ACCESS FOR EVENT**

By law, all public events must comply with ADA (Americans with Disabilities Act) regulations. As you plan your special event, please keep in mind a number of accessibility items to ensure the event is ADA compliant.

Considerations for the event consists of:

**Location-** Please consider the event location to ensure the spaces and infrastructure are adequate to provide access to individuals with disabilities. This would include outdoor spaces and indoor spaces.

**Marketing-** Please include statements about access on press releases and promo materials that are sent out. Include accessibility symbols on promotional materials to help those identify the steps being taken to provide access.

**Signage-** Please provide large, clear, and easy to read signage at the event to ensure those with visual impairments can easily get the assistance needed.

**Staff or Volunteers-** Please educate the support staff on the basic provisions in place for individuals with disabilities. Providing the staff with awareness and information will help them to deal with accessibility situations and provide help as needed.

**Vendors-** Please ensure that any vendor on site comply with ADA regulations. Individuals with disabilities must be provided with equal access to food, drinks, merchandise or other services at an event.

**Restrooms-** Consider ADA regulations when ordering your portable bathrooms. It is recommended to have one wheelchair accessible bathroom for every 10 single portable bathrooms. Portable bathrooms must also be placed in an area free of curbs or obstructions for those with mobility issues.

**Parking-** Please consider designated parking spaces that allow for an aisle and easy loading and unloading of people from their vehicles. Curb ramps need to be in place in necessary areas to allow access to the event. These spots should be in close proximity to the event.

**Service Animals-** Please understand service animals are not pets. A service animal is assisting a person with a disability to perform a task they otherwise may not be able to complete independently. Service animals must be under the control of their handlers at all times.

## **ASSEMBLIES, DEMONSTRATIONS, RALLIES, GATHERINGS**

1. Peaceful assemblies, demonstrations, rallies, and gatherings of 25 or more people do not require a special events application, but should complete a Permit to Assemble Form.
2. The Events Manager must be notified of organized assemblies, demonstrations, rallies or gatherings. A Permit to Assemble should be filled out 48 hours prior to the planned gathering. It should meet all City requirements including:
  - a. No blocking any entrance or exit.
  - b. No preventing any persons from entering or leaving any premises.
  - c. No using any type of physical force upon any person.
  - d. No throwing any type of material.
3. Any breach of the peace or criminal act by or against any participant or person in the vicinity of the event may result in appropriate legal action against the organization or individuals, including possible arrest and prosecution.
4. Further guidelines to ensure the safety of persons and property, associated with demonstrations include:
  - a. The orderly use of public sidewalks and other properties must be assured.
  - b. For the protection of the public, any group wishing to use streets or public ways for demonstrating should complete the Permit to Assemble.
  - c. Any group wishing to use any public area may do so, but should be in compliance with the rules and laws of that space.
  - d. Individuals and organizations should be aware of the rights of private business to restrict access to its property. Demonstrations will not be allowed to picket or assemble on private property without permission of the property owner.
  - e. Organizations sponsoring demonstrations are requested to designate individuals from their group to act as "Activity Marshals" to help assure participant safety. Marshals should be identifiable to participants and police officers.
  - f. A minimum of 2 "Activity Marshals" should be designated with accurate contact information and should be available to the City during the activity.
  - g. The Yankton Police Department will endeavor to ensure citizens right to express their rights and views in an orderly, safe manner.

SECTION 11

STATE OF SD CONTACTS

## **FOOD CONCESSIONS**

### **South Dakota Department of Health**

Office of Health Protection

600 E Capital Ave

Pierre, SD 57501

Phone 605.773.4945

Fax 605.773.5683

<https://doh.sd.gov/food/restaurants-lodging/Licensure/Food-Service>

## **SALES TAX**

### **South Dakota Department of Revenue**

Yankton Revenue Office

1900 Summit Street

Yankton, SD 57078

Phone 605.668.2939

<http://dor.sd.gov/Taxes/>

Updated May 2023

## *Memorandum #23-115*

To: Amy Leon, City Manager  
 From: Dave Mingo, AICP Community Development Director  
 Subject: Use Restriction on City Owned Land to Create a Clear Area for a School District Propane Tank Installation on Adjoining Property.  
 Date: June 19, 2023

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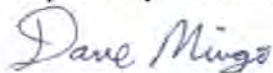
The Yankton School District is acquiring additional busses that run on propane. Propane is sold at a significant discount if purchased in larger quantities. The school district currently has a 1,000 gallon tank to the east of their bus facility that they would like to replace with a 12,000 gallon tank. It would also substantially help reduce the number of propane deliveries to the site.

For that size of tank, fire code dictates there be a 50 foot separation from the nearest location a building could be on adjacent property. Their current site does not provide a functional location with that amount of separation.

The City owns the property to the east of the proposed tank upsizing. It is in our fenced transfer station property. The strip of land is part of or directly adjacent to an old landfill trench and is therefore, not suitable for the construction of a building. The City Attorney has developed the attached "Use Restriction" that the City can apply to its own property. The restriction would fulfill the separation requirements by declaring a clear space in perpetuity. The creation of this document, in lieu of the School District owning enough property to meet the separation requirement has been reviewed and approved by the fire department and propane tank supplier.

Approval of the proposed Use Restriction will assist the School District and have no impact on any foreseeable operations at the transfer station.

Respectfully submitted,



Dave Mingo, AICP  
 Community Development Director

**Recommendation:** It is recommended that the City Commission approve Memorandum 23-115 authorizing the City Manager to execute the Use Restriction and any other documents associated with providing a clear area at the described location.

I concur with this recommendation.

I do not concur with this recommendation.



Amy Leon, City Manager

Roll Call

Prepared by:

Den Herder Law Office, P.C.  
329 Broadway Ave.  
Yankton, SD 57078  
(605) 665-0494

## USE RESTRICTION TO RUN WITH THE LAND

The **City of Yankton** (referred to herein as “the City”) a South Dakota municipal corporation, being the sole owner of the real property subject to the land use restriction as depicted in the drawing described in **Exhibit A** hereto (referred to herein as the “Property” and hereafter deemed the servient tenement), hereby places the following use restriction upon the Property:

**No buildings, structures, or other vertical structural improvements shall be constructed or maintained upon the Property except as set forth herein.**

Notwithstanding the foregoing, nothing herein shall prevent the continued use of the Property by the City, its successors and assigns, as a landfill trench, or prevent the Property from being improved by the City, its successors and assigns, with sidewalks, walkways, other surface hardscapes, green space, plantings, trees, shrubs, other landscaping features.

The use restriction set forth herein shall remain in place for the benefit of the owner of certain real property legally described as set forth in **Exhibit B** (currently Yankton School District 63-3), which real property shall be deemed the dominant tenement, and shall run with the land and be a binding restrictive easement and covenant upon the Property, its successors and assigns, until such time as the then-current owner of the dominant tenement shall release the foregoing use restriction in a signed writing recorded against the Property.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023.

**City of Yankton**

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By: Amy Leon  
Its: City Manager

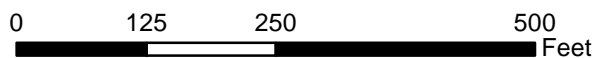




**EXHIBIT A**

**City of Yankton**  
**Property Location Map**

50' wide strip directly E of the N 400' of Lot 2, Except Lots A - F in the  
W 1/2 of the SW 1/4 of Fox Run Industrial Park located in Section 1, T93N, R56W  
of the 5th PM, City and County of Yankton, South Dakota







## **EXHIBIT B**

### **Dominant Tenement Legal Description**

Lot Two (2) Except Lots A, B, C, D, E, and F in the West Half of the Southwest Quarter ( $W\frac{1}{2}$  SW1/4), Fox Run Industrial Park, located in Section One (1), Township Ninety-Three North (93N), Range Fifty-Six West (56W) of the 5<sup>th</sup> P.M., City and County of Yankton, South Dakota.

## Memorandum #23-108

**To:** Amy Leon, City Manager  
**From:** Luke Youmans, Recreation & City Events Manager  
**Subject:** Request by the Parks and Recreation Department for a Fireworks Public Display on July 4, 2023  
**Date:** June 15, 2023

The City of Yankton Parks and Recreation Department is requesting the approval of a public fireworks display within the City limits on July 4, 2023 located on the top level of the Meridian Bridge. Staff will follow City procedure of closing the bridge to pedestrian traffic. The upper bridge will close no earlier than 8:00 am for set up by Premier Pyrotechnics staff on July 4, 2023 and will remain closed during the day. The lower Bridge will close no earlier than 8:00 pm prior to the display. The upper and lower bridge will open back up for pedestrian use by 6:00 am on July 5, 2023. Per municipal code, this request needs to be approved by the City Commission. The Fire Department has reviewed the request and is comfortable with the request being approved.

**Recommendation: It is recommended that the Commission approve the request for a public firework display hosted by Parks and Recreation on July 4, 2023.**

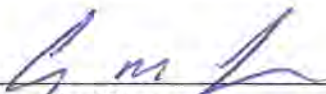
Respectfully submitted,

*Luke Youmans*

Luke Youmans  
 Recreation & City Events Manager

I concur with the recommendation.

I do not concur with the recommendation.

  
 \_\_\_\_\_  
 Amy Leon, City Manager

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

FIREWORKS PUBLIC DISPLAY PERMIT FOR YANKTON COUNTY

PERMIT # 29231406  
(USE APPLICATION PICKUP DATE FOR PERMIT #)

NAME OF APPLICANT YANKTON PARK + RECREATION

ADDRESS 1900 FERDIE CITY YANKTON STATE SD ZIP 57078

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ OTHER \_\_\_\_\_

PERSON(S) ACTUALLY IN CHARGE OF/SHOOTING DISPLAY:

NAME PREMIER PYRO TECH ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE/TIME DISPLAY TO DISCHARGED JULY 4, 2023 @ 10:00 p.m.

LOCATION DISPLAY WILL BE DISCHARGED TOP LEVEL OF MERIDIAN BRIDGE

TYPE OF FIREWORKS TO BE DISCHARGED: CLASS B EXPLOSIVES (SPECIAL FIREWORKS)   
CLASS C COMMON FIREWORKS

IF APPLYING FOR CLASS B FIREWORKS, HAVE YOU ATTENDED A SHOOTERS SCHOOL  YES  NO  
PREMIER SHOOTERS

I, LUIRE YOUMANIS, DECLARE AND AFFIRM UNDER THE PENALTY OF PERJURY THAT THIS FIREWORKS DISPLAY PERMIT HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE AND CORRECT.

DATED THIS 14 DAY OF JUNE, 2023. [Signature]  
Signature of applicant

Notary public only  
Subscribed and sworn to (or affirmed) this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Notary Public \_\_\_\_\_ expires \_\_\_\_\_

FIRE DEPARTMENT SIGNATURE/TITLE DEPT CHIEF LARRY NICKL DATE 6-14-2023

LAW ENFORCEMENT SIGNATURE/TITLE [Signature] DATE 3-15-2023

Permit issued subject to applicable laws and regulations. SDCL 34-36, SDCL 34-37, WFFPA 1123 - CURRENT EDITION, AND LOCAL ADOPTED FIRE CODES. This permit may not be transferred or reassigned without issuing authority permission (2010)

### Memorandum #23-118

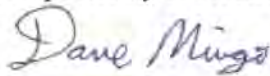
To: Amy Leon, City Manager  
 From: Dave Mingo, AICP Community Development Director  
 Subject: Resolution of Support for Yankton Thrive’s Housing Infrastructure Program  
 Funding Application for Garden Estates.  
 Date: June 21, 2023

Yankton Thrive is planning to submit an application to the South Dakota Housing Development Authority for housing infrastructure funding for their upcoming Garden Estates project. The project is located on approximately 26 acres to the west of Westbrook Estates.

Part of the application process includes a statement of commitment in the form of a resolution from the local political subdivision. The commitment does not include an obligation of city funds. It is a statement that the project is generally supported at this time and is subject to all the standard processes of annexation, subdivision and consideration of other development tools like a housing tax increment district. This is not a blanket commitment to approve all those items. Each individual process will be required to be successfully completed for overall approval.

The commitment also indicates that if the processes are successfully completed, the development will become part of the city including the city’s long term maintenance of public infrastructure. As you know, the acceptance of infrastructure that is built to our standards is a part of every new development.

Respectfully submitted,

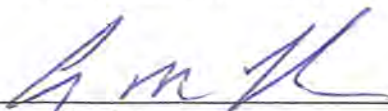


Dave Mingo, AICP  
 Community and Economic Development Director

**Recommendation: It is recommended that the City Commission approve Resolution #23-25 in support of Yankton Thrive’s application for South Dakota Housing Development Authority housing infrastructure funding for the Garden Estates project.**

I concur with this recommendation.

I do not concur with this recommendation.




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Amy Leon, City Manager

Roll Call

**RESOLUTION #23-25**

Resolution of Local Commitment

South Dakota Housing Infrastructure Program Funding Application

**BE IT RESOLVED** by the City of Yankton that Yankton Thrive has shared preliminary plans for the public infrastructure of Garden Estates Housing Development and desires assistance from the South Dakota Housing Development Authority for the propose of providing housing development in South Dakota by providing grants and loans for housing infrastructure, and

**WHEREAS**, the City of Yankton’s has identified the need for housing of all types, and

**WHEREAS**, a Housing Study has been completed and periodically updated further documenting the need for all types of housing in the City, and

**WHEREAS**, Yankton Thrive is eligible for South Dakota Housing Development Authority “Housing Infrastructure Program” funding with the support of the City of Yankton acting as the local “political subdivision”, and

**WHEREAS**, the City of Yankton is supportive of Yankton Thrive’s efforts to develop “Garden Estates” which will create a location for 90 or more housing units, and

**WHEREAS**, the City of Yankton hereby affirms that through standard annexation, subdivision and development processes, Garden Estates will be provided with the applicable public infrastructure that will be maintained by the City, and

**WHEREAS**, said development will satisfy all the requirements for development in the City of Yankton, and

**WHEREAS**, the City of Yankton has the capacity to support the public infrastructure upon completion of the project.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Yankton declares that through the standard annexation and subdivision development processes, Garden Estates will become a valuable addition to the City and be served by the necessary public infrastructure and supports Yankton Thrive’s application for housing infrastructure assistance.

Adopted this 26th day of June, 2023.

\_\_\_\_\_  
Stephanie Moser, Mayor

Attest:

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





Scale: 1" = 200'



### PHASE 1

90 LOTS FULLY AVAILABLE

\*5 PARTIAL LOTS REQUIRE ADDITIONAL  
LAND ACQUISITION TO THE SOUTH

File Location: G:\PROJECTS\2022\22048 - Garden Estates Property Dev\Construction Documents\Working Files\CAD Files\22048 - 0 - Proposed Layout.dwg 1 Plot Date: 5/18/2023 11:55 AM

## Garden Estates Property Development Phase 1



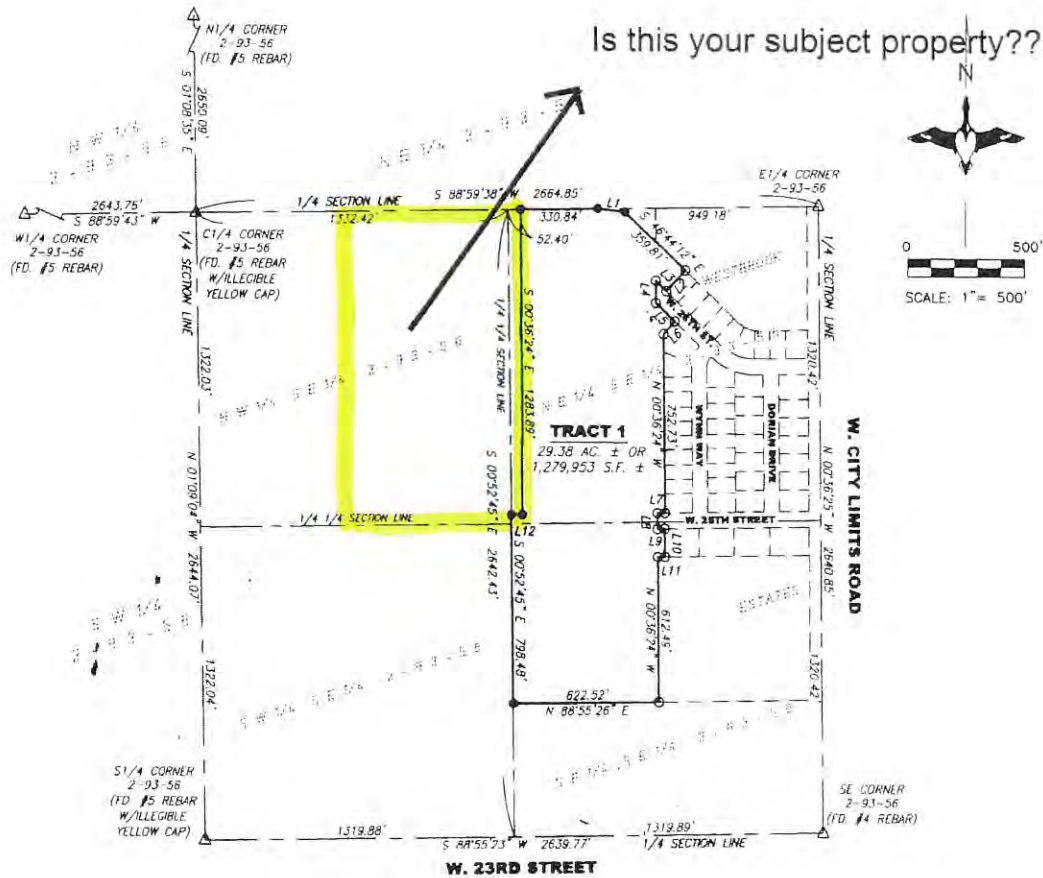
5/182023 SEI#22048



Yankton  
Thrive

# PLAT OF TRACT 1 OF LAW ADDITION

IN THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 93 NORTH, RANGE 56 WEST,  
OF THE 5TH PRINCIPAL MERIDIAN, CITY OF YANKTON, SOUTH DAKOTA.



LINE	BEARING	DISTANCE
L1	N 83°44'16" W	118.66
L2	S 43°15'48" W	120.00
L3	S 46°44'12" E	62.24
L4	S 00°36'25" E	91.55
L5	S 46°44'12" E	111.64
L6	S 41°34'25" W	71.58
L7	S 88°55'26" W	32.00
L8	N 00°36'24" W	66.00
L9	N 88°55'26" E	30.00
L10	N 00°36'23" W	120.00
L11	N 88°55'26" E	30.00
L12	N 88°55'26" E	46.30



### LEGEND:

- SET 5/8" REBAR W/CAP #8145
- FOUND MONUMENT
- △ SECTION CORNER (AS NOTED)
- AC. ACRES
- A.E. ACCESS EASEMENT
- R/W RIGHT-OF-WAY
- PREVIOUSLY PLATTED LINE
- RIGHT OF WAY LINE
- N.T.S. NOT TO SCALE

### NOTES:

BASIS OF BEARINGS IS UTM-ZONE 14

THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT.

EASEMENTS OF RECORD WERE NOT RESEARCHED AND ARE NOT SHOWN ON THE PLAT.

PREPARED BY:

**Midwest**  
Land Surveying, Inc.

Land Surveying and GPS Consulting  
211 E. 14th Street Suite 100  
Sioux Falls, South Dakota 57104  
Phone: (605) 339-8901 FAX:(605) 274-8951



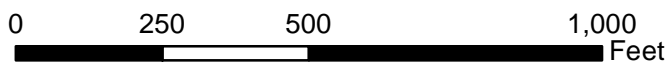




# City of Yankton

## Plat Location Map

Plat of Tracts 2, 3, & 4 of Law Addition in the N1/2 of the SE1/4 of Section 2,  
T93N R56W of the 5th P.M., City and County of Yankton, South Dakota





**Memorandum #23-116**

**To:** Amy Leon, City Manager  
**From:** Bradley Moser, Civil Engineer  
**Subject:** Bid Award for Elm Street Reconstruction from 20<sup>th</sup> Street to 21<sup>st</sup> Street  
**Date:** June 20, 2023

Bids for the Elm Street reconstruction project were opened on June 15, 2023. The project involves removing the existing street section, installing new water main and installing a new concrete street. The project also includes replacing driveway approaches and installing miscellaneous sidewalk.

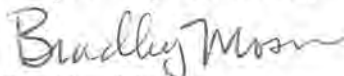
The bids received are listed below:

1. Katzer Concrete, Inc., Sioux Falls, SD	\$479,995.00
2. Masonry Components, Inc., Yankton, SD	\$552,616.55
3. Feimer Construction, Inc., Yankton, SD	\$602,665.50

The low bidder meets the specifications and is \$7,634.50 lower than the most recent engineer's estimate of \$487,929.50. However, the amount is \$54,995.00 over what was provided in the 2023 City budget. This is neither surprising nor unexpected with how inflation has affected construction pricing in today's economy.

Katzer has not previously completed a City project so our staff has no first-hand knowledge of their workmanship. We have reviewed their past work experience and see that they have completed several projects over various years for both the City of Sioux Falls and the South Dakota Department of Transportation. We contacted a material supplier and a consulting engineer who have worked with Katzer, and both had positive feedback. Based on this information, City staff recommends that they be awarded the contract in the amount of \$479,995.00.

Respectfully submitted,



Bradley Moser  
Civil Engineer

**Recommendation:** It is recommended that the City Commission award the contract to Katzer Concrete, Inc. in the amount of \$479,995.00 as explained in Memo #23-116.

I concur with the recommendation.

I do not concur with the recommendation.



\_\_\_\_\_  
Amy Leon, City Manager

cc: Adam Haberman

\_\_\_\_ Roll Call

**Memorandum #23-117**

**To:** Amy Leon, City Manager  
**From:** Bradley Moser, Civil Engineer  
**Subject:** Bid Award for 3rd Street Reconstruction from Spruce Street to Green Street & Green Street Reconstruction from 3<sup>rd</sup> Street to 4<sup>th</sup> Street  
**Date:** June 21, 2023

Bids for the above referenced reconstruction project were opened on June 20, 2023. The project involves removing the existing street section, installing new water main, sanitary and PCC pavement.

The bids received are listed below:

- |   |              |
|---|--------------|
| 1. Masonry Components, Inc., Yankton, SD  | \$715,245.10 |
| 2. Katzer Concrete, Inc., Sioux Falls, SD | \$939,997.20 |

The low bidder meets the specifications but is \$20,334.10 higher than the most recent engineer's estimate of \$694,911.00. The adopted 2023 City of Yankton Budget provides for \$300,000 for the street portion of the project. With the cost increases that we are experiencing of late, we will need to supplement the additional cost. As for the utility portion of the project, the determination to replace the water and sewer did not take place until the budget had been finalized. However, in talking with Environmental Services, funding for this project was included in the environmental package received from the South Dakota Department of Agriculture & Natural Resources.

Masonry Components, Inc. is a local company that has been in business for almost 50 years. They have completed numerous projects for the City of Yankton, the most recent being the Douglas Avenue reconstruction from Levee Street to 2<sup>nd</sup> Street. Based on this information, City staff recommends that Masonry Components, Inc. be awarded the contract in the amount of \$715,245.10.

Respectfully submitted,



Bradley Moser  
Civil Engineer

**Recommendation:** It is recommended that the City Commission award the contract to Masonry Components, Inc. in the amount of \$715,245.10 as explained in Memo #23-117.

I concur with the recommendation.

I do not concur with the recommendation.

  
 Amy Leon, City Manager

cc: Adam Haberman

\_\_\_\_ Roll Call