



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

## **AGENDA**

### **YANKTON PARK ADVISORY BOARD**

**Monday, March 18, 2024, 5:30 PM, in the Community Room**

**CMTEA Building, 1200 W. 21<sup>st</sup> Street**

#### **I. ROUTINE BUSINESS**

- A. Roll Call. Nick Severson is board President.
- B. Consideration of January 15, 2024, minutes. (attachment)
- C. Public Appearances. Public appearance is a time for persons to address The Board on items not listed on the agenda.

#### **II. OLD BUSINESS**

- A. None.

#### **III. NEW BUSINESS**

- A. The Westside Park Pond Project- a synthetic liner will be installed in the pond. Work started the week of March 4.
- B. Westside Park Pickle Ball court conversion- waiting to have the LWCF grant paperwork signed by the National Park Service.
- C. Meridian Bridge's Centennial Celebrations. Upcoming events to take note of: Tuesday night March 19, Kathy Grow will do a presentation on the book "The Bridge We Built: The story of the Meridian Bridge, at Ben's Brew Station from 7:00pm to 8:00pm. Doors open at 6:00pm. Saturday, April 27, Celebrate Trails Day across the United States. From 10:00am to Noon, the Capitol Building will be staffed. The NPS will have four stations on the Meridian Bridge talking to those out walking. There will be two sets of paper people can pick up at the Capitol Building to do self-guided tours in Riverside Park and on the Bridge
- D. 2024 – 2028 Capital Improvement Plan is attached. Remember, the only year that has actual values are the year we are in, 2024. The out-years are just place holders for ideas and items that may need to be addressed. (attachments)
- E. The City of Yankton Comprehensive Plan effort begins in 2024. The last plan was from 2002. (attachments)

#### **IV. OTHER BUSINESS**

- A. General discussion items.
  - Commission Information Memorandums. (4 CIM attachments for previous four months)
  - Other completed work projects for the department are noted in the CIMs.
  - Next Meeting Monday, May 20, 2024.

**V. ADJOURN**

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.



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

**MINUTES**  
**YANKTON PARK ADVISORY BOARD**  
**Tuesday, January 16, 2024, 5:30PM, in the Community Room**  
**CMTEA Building, 1200 W. 21<sup>st</sup> Street**

**I. ROUTINE BUSINESS**

Roll Call:

Present: Jason Tellus, Brian Bertsch, Nick Severson, Elizabeth Healy, Tom Bixler, and City Commissioner Brian Hunhoff.

Absent: Jeannine Economy-List.

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

Public Appearances: Sam Hummel. Talked to the board about BMX tracks in Yankton. Sioux Falls is in the process of doing one at Great Bear. Sioux Falls used \$10,000 for building the first small one. Norfolk has one. Sioux City is building one at Cone Park and coke-a-cola is involved in funding. Would like to start a public task force to research funding options to build and would like the City to donate some unused land for placement. Maybe form a 501c3. Locations to research include Paddle Wheel Point, XYZ land across from Morgen Park, or transfer station land. 1 or 2 acres needed for a pump track. 6 acres would be ideal. Needs to be ADA accessible. Need parking. Lights? Restrooms or porta-pots. Bentonville, Arkansas, is the BMX bike and trails capital of the world. There is a Missouri River Cycling Club in town. AT&T may have grants. People to reach out to include Dean Larson, Vince Jeness, Ken Kopetsky, Ben Brunick.

Minutes: November 21, 2023 minutes approved. Bertsch motioned. Tellus second. Motion passed 5-0.

**II. OLD BUSINESS**

A. None.

**III. NEW BUSINESS**

A. Parks Advisory Board to function as City Tree Board. City Manager Amy Leon presented a cotton wood tree evaluation and plan for 2024-2028. Staff is recommending a plan of one removal per year from 2024 to 2028 and the department would plant two trees in a public green space for each removal. L. Healy made a motion, "The PAB recommends to the City Commission to have the City staff follow the cottonwood tree evaluation and removal plan for the 2024 – 2028 time frame. The plan consists of removing one cottonwood tree and planting two trees in public greenspace each year during this time period." B. Bertsch second. Motion passes 5-0



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- B. The Westside Park Pond Project – in 2024 a synthetic liner will be installed in the pond. No timeline to present at the time. This would be a 90 day project.
- C. The Westside Park Pickle Ball court conversion – waiting to have the LWCF grant paperwork signed by the National Park Service.
- D. 2023 HFAC budget through December 31. Total Revenues= \$1,859,923. Total Expenses= \$1,681,786. Remember, interest in 2023 of \$197,500. Net revenue of \$178,137. The budget numbers are not finalized until after the official audit.
- E. 2023 SAC budget through December 31. These are preliminary reports. They include the first schedule of bills in January accounts payable and p-card expenses. The payroll that was paid on January 5 will have a journal entry to put the expenses incurred in 2023 back into the 2023 budget. Total Revenues= \$1,147,019. That includes a transfer from the general fund of \$685,058. Total operating revenues are therefore \$461,961. Total Expenses= \$753,902. Currently the operating loss is \$291,941.
- F. Meridian Bridge's Centennial Celebrations. Upcoming events to take note of: Friday night, January 26, Kick-Off Celebration at Ben's Brew Station from 6:00pm to 8:30pm. Friday, February 2, noon, The Mead Museum's Feed Your Mind presentation over the Noon hour. A nature and history walk on Saturday morning April 27 starting in Riverside Park (more details to come as this is not yet planned out). The annual cemetery walk on the evening of June 5 (rain date June 12). The cemetery walk is a collaboration between the Yankton Library and the Mead Museum (more details to come). The two big events coming up will be entertainment and fireworks on the night of July 4 and entertainment and a drone show on the night of July 5 (more details to come).

#### IV. OTHER BUSINESS

- A. General discussion items.
  - Commission information Memorandums (4 CIMs). The items were sent out after the meeting as they were not attached to the agenda packet.
    - Other completed work projects for the department are noted in the CIMs.
  - Next Meeting: Monday, March 18, 2024.

#### V. ADJOURN

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

2024 PARKS AND RECREATION CAPITAL BUDGET PROCESS

		decrease in amount	
		increase in amount	
<b>506.572.389</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Phase 3 of Meridian Plaza- The Lawn at Meridian Bridge Plaza- plan for area?			
2024 is Meridian Bridge 100th birthday	\$50,000		
<b>506 Trails - Active Transportation</b>			

Sidewalks as Transportation? Future plan? Broadway to finish the entire stretch. Cemetery stretch pushed into Transportation Plan.  
Trail extension from Douglas Ave or even Broadway around 31st Street to east and south on Peninah past Hillcrest to create loop

<b>201.201 Parks</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Landscaping (201.201.301)	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
Lawn mowers (201.201.350)	\$70,000	\$30,000	\$30,000	\$110,000	\$110,000
Playground Equipment (201.201.350)	\$100,000	\$100,000	\$100,000	\$20,000	\$20,000
Shop Equipment (201.201.350)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Lawn Care Equipment (201.201.350)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Trucks (201.201.350)	\$100,000	\$0	\$0	\$100,000	\$0
Park Furniture (201.201.350)	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Tractor (purchased 2001) Replacement (201.201.350)	\$0	\$0	\$0	\$0	\$50,000
Replace UTV (purchased 2002)	\$36,348	\$40,000	\$0	\$0	\$0
Auger for skid loader	\$0	\$0	\$0	\$5,000	\$0
Vermeer Brush Chipper (2002)	\$0	\$0	\$0	\$25,000	\$0
Trailer with power washer and heated water	\$0	\$15,000	\$0	\$0	\$0
SUB-TOTAL	\$325,348	\$204,000	\$149,000	\$279,000	\$199,000
		-\$121,348	-\$55,000	\$130,000	-\$80,000

	Installed	Replace	
Play area replacement plan- 30 year life span.			
Augusta Park	2003	2033	
Crockett Park	??	2025	LWCF grant? Move to 2024
Fantle Memorial Park- Swings replaced in 2020. Added play items in 2020. Wood fiber fall material in 2020.	2003	2032	
Fox Run Park- Replace sand with wood fiber, animal bouncers,	1996	2026	
Morgen Park- Swings added in 2019. Switched fall material to wood fiber in 2019.	1993	2024	Move to 2025
Ridgeway Park	2007	2037	
Riverside Park	2017	2047	
Sertoma Park	2013	2043	
Westside Park- Westside Park master plan, apply for LWCF- use 2021 & 2022 funds	2023	2053	
Westbrook Estates Greenway- need funding 2024			

Fitness Equipment along trail or in park???

**2024 PARKS AND RECREATION CAPITAL BUDGET PROCESS**

503.54x Park Capital			2024	2025	2026	2027	2028
SFIP	Memorial Tennis Court Resurface (every five years, 2023 and next in 2029)		\$0	\$0	\$0	\$0	\$75,000
	Memorial Tennis Courts- change lights to LED (north court, then south court)			\$10,000	\$10,000		\$0
	Marne Creek West Greenway- dog park perimeter trail		\$0	\$0	\$80,000	\$0	\$0
	Riverside Park- amphitheater railings down middle two aisles. Shade??		\$0	\$0	\$0	\$0	\$50,000
	Riverside Park- amphitheater roof replacement		\$0	\$0	\$0	\$0	\$50,000
	Riverside Park- trail replacement		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	Riverside Park- artificial turf for infield and foul lines of softball field		\$120,000	\$100,000	\$0	\$0	\$0
SFIP	Riverside Park- baseball stadium improvements to stadium seating		\$0	\$0	\$0	\$0	\$85,000
SFIP	Riverside Park- baseball stadium ticket booth and fan entrance, sidewalk		\$0	\$0	\$0	\$0	\$57,500
	Riverside Park bank enhancements for entire park- water trails fit NPS mission.		\$0	\$0	\$500,000	\$0	\$0
	Riverside Park- boat ramp area lighting.		\$0	\$0	\$50,000	\$0	\$0
	Riverside Park- ADA fishing Pier rebuild		\$0	\$0	\$0	\$100,000	\$0
SFIP	Bleachers at all outdoor facilities- 4 sets per year till all meet standards	503.549.363	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
SFIP	Sidewalks in parks	503.548.322	\$22,000	\$11,000	\$11,000	\$11,000	\$0
	Park signs	503.549.321	\$15,000	\$5,000	\$5,000	\$5,000	\$0
	Park storage/restroom building doors & frames	503.549.362	\$6,000	\$6,000	\$6,000	\$6,000	\$0
	Summer Welcome banners- 32 on Broadway, 50 on Hwy. 50 (\$150/banner)		\$10,000	\$10,000	\$10,000	\$10,000	\$0
	Walnut Street- tree up lights replacement		\$0	\$20,000	\$0	\$0	\$0
	Christmas Garland & Bows 20 poles @ \$200/pole along Highway 50		\$0	\$50,000	\$0	\$0	\$0
	Community Garden open-air shelter		\$0	\$0	\$15,000	\$0	\$0
	Memorial Park- replace shingles north shelter, south comfort station		\$25,000	\$0	\$0	\$0	\$0
SFIP	Memorial Park- move softball backstops/dugouts (503.541.321)	503.541.321	\$0	\$0	\$0	\$0	\$20,000
SFIP	Memorial Park- renovate basketball court with post-tension concrete		\$0	\$0	\$0	\$0	\$115,000
	Crocket Park- 1/2 basketball court, open air-shelter		\$20,000	\$0	\$0	\$0	\$0
	Remote Control airplane air strip, Remote control cars track		\$0	\$0	\$0	\$0	\$20,000
SFIP	Sertoma Park North- Sidewalks, comfort station to parking and seating	503.542.320	\$0	\$0	\$0	\$0	\$0
SFIP	Sertoma Park- new pavement into and around building		\$0	\$0	\$200,000	\$0	\$0
SFIP	Sertoma Park- Expanded parking lots		\$0	\$0	\$0	\$0	\$290,000
SFIP	Sertoma Park- basketball court (503.542.320)		\$20,000	\$0	\$0	\$0	\$0
SFIP	Sertoma Park- (503.542.320), open air shelter - north side		\$0	\$0	\$20,000	\$0	\$0
SFIP	Sertoma Park- concession renovation (503.542.320)		\$0	\$0	\$0	\$0	\$423,000
	budget to replace bathroom partitions, toilets, sinks, new urinals		\$0	\$0	\$0	\$25,000	\$0
	Westside Park- master plan ideas and future projects. Skate Park retaining wall		\$0	\$0	\$0	\$0	\$500,000
	Westside Park- restroom remodeling. Complaint letter about facilities.		\$0	\$0	\$0	\$0	\$100,000
	Westside Park- place historic light poles through middle of park (four poles)			\$25,000			\$0
	Westside Park- replace lights with LED fixtures (skate area, pickle ball courts)			\$10,000	\$10,000		\$0
	Westside Park- tennis courts (painted in 2013) change to six pickleball		\$120,000	\$0	\$0	\$0	\$0
	SUB-TOTAL		\$338,000	\$347,000	\$1,007,000	\$257,000	\$1,885,500
				\$9,000	\$660,000	-\$750,000	\$1,628,500

Christmas decorations on Walnut from 4<sup>th</sup> Street through the Plaza. Decorating Riverside Park for Christmas.  
 2025 replace Christmas Decorations and banners on Broadway.  
 2026- replace banners downtown, on 4<sup>th</sup> Street, and the Lawn.

2024 PARKS AND RECREATION CAPITAL BUDGET PROCESS

decrease in amount  
increase in amount

202.202 The Huether Family Aquatics Center (2021- 1st year)	2024	2025	2026	2027	2028
5-year qualified service technicians inspections on pool equipment	\$0	\$0	\$5,000	\$0	\$0
Automatic cleaning vacuum and Manual vacuum cleaner (5-7 year)	\$0	\$0	\$20,000	\$0	\$0
Lane Dividers (5-7 years)	\$0	\$0	\$5,000	\$0	\$0
Pool filtration & circulation pumps- 11 total (5-7 years) budget a few each year	\$0	\$0	\$40,000	\$40,000	\$40,000
Chemical controllers and pumps - 3 total (5-7 years) one each year	\$0	\$0	\$15,000	\$15,000	\$15,000
Quartz aggregate finish- diamond brite (7+) \$10.00/square foot	\$0	\$0	\$0	\$0	\$20,000
Basketball hoops (2)	\$0	\$0	\$0	\$0	\$5,000
Kubota mower	\$0	\$0	\$0	\$0	\$25,000
Chaise lounge chairs	\$0	\$0	\$5,000	\$5,000	\$5,000
Water slide tube replacement	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
SUB-TOTAL	\$4,000	\$4,000	\$94,000	\$64,000	\$114,000

2029- add heaters and UV system to replacement list

204.204 Marne Creek	2024	2025	2026	2027	2028
Lawn care equipment	\$1,000	\$30,000	\$1,000	\$1,000	\$1,000
Maintenance trail construction	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Directional and other signage	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
Truck - one ton (2022/2026); Chevy Silverado (2028)	\$0	\$0	\$110,000	\$0	\$45,000
Trail amenities- benches, trash can holders	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Rotary Park- replace outdoor classroom structure	\$25,000	\$0	\$0	\$0	\$0
FEMA Land Acquisition	\$0	\$0	\$0	\$0	\$0
Engineering Contract	\$0	\$0	\$0	\$0	\$0
Environmental	\$0	\$0	\$0	\$0	\$0
Public Assistance Project	\$0	\$0	\$0	\$0	\$0
Storm Water Improvement Plan	\$600,000	\$1,000,000	\$1,000,000	\$0	\$0
23rd to Hwy 50 Mitigation Project	\$0	\$0	\$2,500,000	\$0	\$0
Pedestrian Bridge East of Walnut	\$0	\$0	\$200,000	\$0	\$0
Bank stabilization	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Land acquisition	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
SUB-TOTAL	\$695,000	\$1,099,000	\$3,880,000	\$70,000	\$115,000

206.206 Cemetery	2024	2025	2026	2027	2028
Landscaping	\$500	\$500	\$500	\$500	\$500
Replace mowers & trimmers	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Aerator for zero turn mower to use in among stones	\$10,000	\$0	\$0	\$0	\$0
Repurchase cemetery lots	\$500	\$500	\$500	\$500	\$500
Repair old headstones	\$500	\$500	\$500	\$500	\$500
Concrete road replacement	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replace trailer	\$0	\$20,000	\$0	\$0	\$0
Mausoleum/Crematorium - above ground vs. patio area	\$0	\$0	\$0	\$0	\$100,000
SUB-TOTAL	\$36,500	\$46,500	\$26,500	\$26,500	\$126,500

2023 PARKS AND RECREATION CAPITAL BUDGET PROCESS

decrease in amount  
increase in amount

641.641 Golf Course IN CONJUCTION WITH GREATLIFE STAFF	2024	2025	2026	2027	2028
Simulator	\$0	\$0	\$0	\$0	\$0
Bunker/Sand Trap Rake	\$0	\$27,000	\$0	\$27,000	\$0
CONCRETE CART PATHS- number one complaint	\$10,000	\$7,000	\$0	\$8,000	\$0
Cup cutter (2020) & Tractor w/bucket & blade(purchased 2004) (2025)	\$0	\$0	\$0	\$50,000	\$0
Fertilizer walk behind spreaders (2)	\$0	\$0	\$0	\$0	\$0
Backpack blower	\$0	\$0	\$0	\$0	\$0
Triplex Greens Mower (1-2021 & 2-2023)	\$0	\$0	\$0	\$0	\$0
UTV and Core Harvester	\$44,000	\$0	\$0	\$0	\$0
Spiker attachment for mower	\$0	\$0	\$0	\$0	\$0
Top-dresser rotary	\$0	\$0	\$0	\$0	\$0
Vibratory Green Rolling System- adaption kit	\$0	\$0	\$0	\$0	\$0
Groomer attachments for greens mower	\$0	\$0	\$0	\$0	\$0
Tri-plex Green Mower (2)	\$0	\$86,000	\$0	\$0	\$0
Turf sprayer and gun	\$66,000	\$0	\$0	\$0	\$0
Toro Fairway mower (2)	\$0	\$0	\$120,000	\$0	\$120,000
Easy Picker Range Picker	\$0	\$0	\$0	\$5,000	\$0
Irrigation system repairs	\$0	\$0	\$0	\$30,000	\$0
Mower (2023 carry-over)	\$45,000	\$0	\$0	\$0	\$0
SUB-TOTAL	\$165,000	\$120,000	\$120,000	\$120,000	\$120,000
	2023-2027	2023-2027	2023-2027	2023-2027	2023-2027
	Terms	Terms	Terms	Terms	Terms
	50%	50%	50%	50%	50%
	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000

Hole 18 pond- need to replace wood around pond  
Cart shed- north of clubhouse- needs new siding. Remove garage doors on north side.

Range- flatten high tee area.  
Range- widen range  
Range- lengthen range

Range- add slab and shed to house ball washer, location for ball dispenser, other storage.



2023 PARKS AND RECREATION CAPITAL BUDGET PROCESS

		decrease in amount		increase in amount	
506.571.350 SAC	2024	2025	2026	2027	2028
Misc. Repairs (100c - City Share) (School has same line item)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Pool deck furniture (11s/89c)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Fitness Equipment (50s/50c) (203.203.350) treadmills 2025 & 2026	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
Replace carpet upstairs with sports flooring		\$50,000			
SFIP Add lights to softball fields (100c - City Share) Master plan discussions? 2027					
Clean and repaint water slide tower- schedule every 10 years. Next 2029					
Replace stainless steel doors & frames in aquatics area (11s/89c)					
Office area windows- \$14,100; lifeguard windows and door- \$6,260					
Mechanical Room- \$13,100; back facility doors \$13,100 ; office door- \$10,200; locker room doors (6) - \$6,000 each					
SAC Volleyball Standards (50s/50c) 3@SAC, 3@MS, replace one yearly	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Elevators mother board replacement- (50s/50c)	\$40,000	\$0	\$0	\$0	\$0
SFIP Tennis Court resurface- (every five years) (60s/40c) bill after July 1	\$0	\$0	\$0	\$0	\$120,000
Irrigation system renovations - all fields (60s/40c)	\$0	\$0	\$0	\$0	\$0
Landscaping (60s/40c)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Tennis wind screens (20 full size, 16 corner, some custom- light switches)	\$15,000	\$0	\$0	\$0	\$0
Parking lot repairs (60s/40c)	\$229,425	\$0	\$0	\$0	\$0
Restripe Parking Lot (60s/40c)	\$7,800	\$7,800	\$7,800	\$7,800	\$7,800
Roof Replacement (85s/15c) through 2028	\$752,000	\$213,321	\$225,468	\$503,742	\$410,619
Carpet (85s/15c)	\$55,626	\$77,000	\$0	\$0	\$0
Bleacher replacement in main gym (85s/15c)	\$0	\$0	\$500,000	\$0	\$0
Bleacher Inspection- every other year (85s/15c), replacement 2026	\$0	\$0	\$0	\$0	\$0
Gym Floors Refinishing(85s/15c)	\$12,000	\$12,000	\$12,000	\$12,000	\$42,000
Power factor connection Phase II & III (85s/15c)	\$0	\$0	\$0	\$0	\$0
Theater curtains(97s/3c)	\$0	\$0	\$75,000	\$0	\$0
Main theater seat replacement and then carpet (97s/3c)	\$0	\$0	\$100,000	\$0	\$0
Main theater stage floor remodel (97s/3c)	\$0	\$50,000	\$0	\$0	\$0
Light dimmer control panel in main theater (97s/3c)	\$0	\$0	\$15,000	\$0	\$0
Loading dock (60s/40c)					
Rigging theater inspection every third year (97s/3c)	\$0	\$5,000	\$0	\$0	\$0
SUB-TOTAL	\$1,156,851	\$460,121	\$980,268	\$568,542	\$625,419

UV SYSTEM FOR SAC POOL TO SUPPLEMENT CHLORINE- KILLS CRYPTO, HELPS ELIMINATE CHLORAMINES SMELL IN POOL AREA

RegROUT pool floor- 2018, do again in 2033

HVAC system- replaced in 2018, do again in 2033

Auxiliary gym (84s/16c)

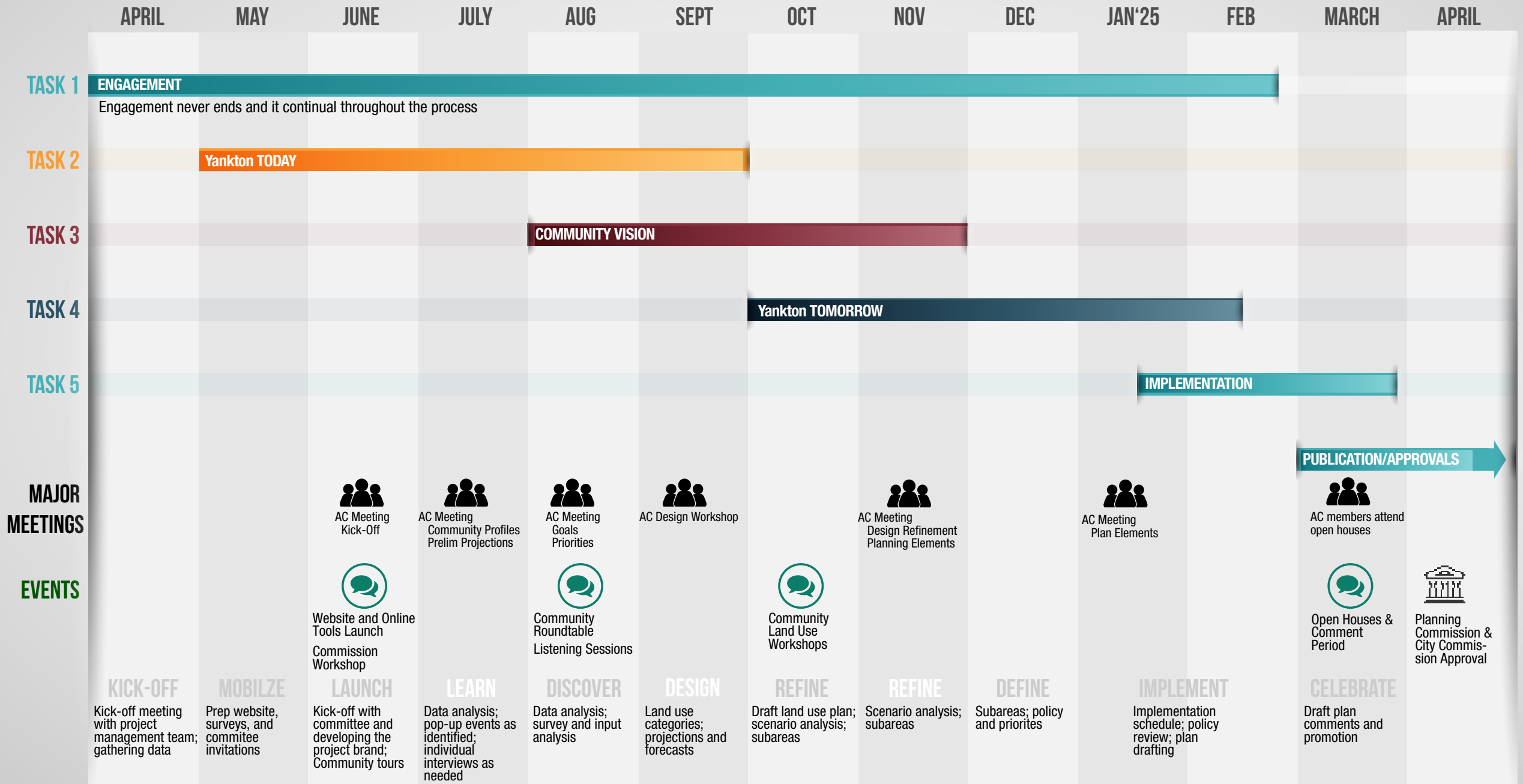
Main gym (85s/15c)

2029- scoreboards in mian gym \$100,000+ and sound system \$25,000+

Softball field renovations to make them regulation?? Lights??

# EXHIBIT B: SCHEDULE

Yankton Comprehensive Plan



## EXHIBIT A: SCOPE OF SERVICES

### PROJECT MANAGEMENT TEAM & Advisory COMMITTEE

Our process includes two principal groups. The Project Management Team works on the day-to-day activities of the Plan's production, while the Advisory Committee provides strategic direction.

- **Project Management Team.** The day-to-day work of the Plan will be completed in close partnership with the City, understanding that staff have limited capacity. We believe in bi-weekly meetings with staff to build this relationship and ensure the process stays on schedule. These meetings allow the Team to coordinate public outreach, review concepts, and adjust the process if necessary. The meeting will include project managers from RDG, Yankton, and key staff as appropriate.
- **Advisory Committee.** The Advisory Committee will meet at key milestones to provide direction, course correction, and review deliverables. The Committee should integrate a broad representation in the planning process and include traditional representation from the City Commission, Planning Commission, economic development, employers, residents, and school representatives. The meeting schedule will be set at the beginning of the process to establish involvement expectations and allow members to plan schedules accordingly.

### TASK I: PUBLIC ENGAGEMENT

#### 1.1 PUBLIC ENGAGEMENT PLAN

RDG will develop a Public Engagement Plan with staff at the start of the process. Our team will tailor the process to meet identified goals for the City's public involvement process and include on-site and online opportunities for residents to engage. Building awareness of the Plan is a continuous effort and must ensure new audiences feel engaged at any point. To do this, the Plan needs to include traditional online and in-person elements, including:

- **Social Pinpoint.** Social Pinpoint is an online platform for public engagement designed for planning projects. It includes a traditional landing page and interactive opportunities such as surveys, forums, maps, idea walls, and spending privatizations. Its fun design attracts people to engage to provide meaningful input and feedback.
- **Social Media.** Many of Yankton's residents already engage with familiar social media pages supported by the City, Chamber, and other community groups. We will leverage these pages to attract people to the process. RDG's Team will work with the City to schedule and coordinate announcements. The process includes template posts (narrative/graphics) and can include video introductions to portions of the project.
- **Traditional Media.** Traditional media (print and television) expands reach to the broadest audience possible. This includes writing press releases, scheduling interviews with reporters, and designing fliers/posters/ billboards/banners/yard signs. Our Team will design and produce these materials using an established project brand. Costs for print reproduction and distribution will be the City's responsibility.

#### 1.2. ACTIVITIES

The planning process must establish credibility through creative community engagement. We have virtual and on-site engagement toolkits for all to feel comfortable participating. Accomplishing this level of engagement characterizes RDG's planning efforts. The minimum level of activities includes:

- **Survey + Interactive Mapping.** The process begins with an online survey. It explores perceptions of the issues and opportunities facing the community. The need for and types of questions will be assessed based on the 2022 survey conducted as part of the Strategic Plan. We

often have the Advisory Committee complete a pilot survey, and then a refined survey (online and paper upon request) will be launched to the entire community. The surveying includes an online map where people can pinpoint ideas spatially in Yankton.

- **Listening Sessions.** RDG will conduct a program of small group listening sessions. These sessions help us further explore the opportunities identified in the Strategic Plan. These sessions will include time with the City Commission, Planning Commission, and one-on-one with each Advisory Committee member to understand priorities.
- **City Commission & Planning Commission Work Session.** At the beginning of the process, we would bring the City Commission and Planning Commission together to identify what they believe are key community priorities for the future and issues and opportunities they foresee being addressed in the plan.
- **Community Roundtable Kick-off.** The Community Roundtable offers residents the first opportunity to learn more about the importance of the Plan and share their insights on the City's opportunities and challenges. We organize participants into small groups and ask them to discuss their goals and aspirations.
- **Advisory Committee Design Studio.** We will guide the Committee in developing concepts for the City's future growth priorities. This exercise includes an initial concept for future land use, mobility, parks, districts, and amenities.
- **Community-wide Land Use Workshop.** The workshop open houses focus on scenarios for growth areas, neighborhoods, and districts that balance residential, commercial, industry, civic spaces, and mobility. We anticipate hosting the workshop in two locations for the public to view and comment on concepts.
- **Open Houses.** With a draft plan completed, we will host two open houses, preferably combined with other scheduled community events. This includes a virtual open house for people to view content from elsewhere.
- **Approval Meetings.** We will provide material to staff to present the Plan to the Planning Commission and City Commission. Alternatively, we can present on their behalf.
- **Expanded Opportunities.** To capture the input of individuals that do not attend traditional meetings RDG will prepare material for up to five (5) pop-up events.

### 1.3 City Responsibilities

- Formulate stakeholder lists and initiate Listening Session invitations.
- Manage City social media outlets to promote the Plan and events.
- Distribute digital surveys and paper surveys as needed.
- Form the Advisory Committee and invite to the first meeting.
- Reserve meeting spaces as needed.
- Coordinate with local organizations and groups for input and events.

### 1.4 Consultant Team Responsibilities

- Prepare materials, agendas, and minutes for all meetings and events.
- Lead all meetings and events.
- Provide branding and digital materials to the City.
- Create, host, and update a project website for the duration of the project.
- Conduct listening sessions and follow-up as needed.
- Attend approval meetings.

## **TASK 2: Yankton TODAY - Where are we now?**

This component of the Plan identifies existing conditions and trends to understand the current context. Data will be gathered and assembled in easily communicated ways to stakeholders, including infographics, maps, and online ESRI pages to identify trends and opportunities.

### **2.1 DOCUMENT REVIEW**

We will review the current comprehensive plan and other planning studies and documents developed by the City, County, or State. Taking advantage of previous efforts informs our process and provides research and material that can make us more efficient.

### **2.2 ECONOMIC & DEMOGRAPHIC TRENDS**

Understanding a city's population, demographic, and economic factors is essential to understanding potential. Data will be gathered and assembled in easily communicated ways to stakeholders, including infographics and atlases, to identify trends and opportunities that will include demographic data, along with land use and environmental assets. If available, we'll rely heavily on locally collected data with higher levels of accuracy.

### **2.3 HOUSING & DEVELOPMENT SNAPSHOT & TRENDS**

A market analysis of Yankton's housing will include:

- Ten-year review of housing production by type and geography.
- Economics of housing, including values and costs.
- Comparison and analysis of change in housing occupancy.
- Review of available neighborhood data from the Census, Urban Footprint, and ESRI.

### **2.4 NATURAL RESOURCES & ENVIRONMENTAL CONSTRAINTS**

Just as the Plan must be based on market reality, the Plan must also recognize the environmental constraints and natural resource assets. The data we collect for a comprehensive plan traditionally includes the following to form an environmental constraints and resources map:

- Topography/Slopes
- Waterbody and Stream Corridor Inventory
- Wetlands Inventory
- Drainage System and Structures
- Flooding Boundaries
- Flood Problem Areas
- National Register-listed or eligible sites and properties

### **2.5 LAND USE & URBAN DESIGN**

We will complete a land use inventory using existing assessor data and on-site verification for a closer analysis of land uses. This task includes additional bike and foot fieldwork to inventory the City's character, appearance, and identity.

### **2.6 TRANSPORTATION**

The transportation planning element will assemble information to understand opportunities and issues facing Yankton's future. This analysis will include talking to staff to understand the problem areas, reviewing GIS maps to annotate problem areas, looking at all modes and stakeholders, and how we create bike and pedestrian amenities needed to make the City competitive in the larger region.

## 2.7 PUBLIC FACILITIES & INFRASTRUCTURE

Community services and infrastructure both form and adapt to land use directions and policies. The major initiatives and investments in the next five years are outlined in the City's Strategic Plan but this information will be verified with facility managers to determine longer-term needs and abilities to meet future growth.

## 2.8 PARKS & RECREATION

A city's park and recreation system speaks to the quality of life. All of the City's park and recreation facilities will be inventoried and reviewed for gaps and opportunities. Data collected will include:

- Map service areas for parks.
- Map active transportation network and identify gaps.

## 2.9 OPPORTUNITIES & ISSUES

Using the data collected in the above tasks, RDG will assemble an opportunity map for review by the Advisory Committee. The map and narrative summarize the key strengths to build on and possible future initiatives for making Yankton an even better community.

## 2.10 City Responsibilities

- Provide residential and commercial building permit activity for the past ten years.
- Provide all available GIS files.
- Provide any relevant studies, plans, development concepts, etc. that are not publicly posted.
- Review deliverables in a timely manner.

## 2.11 Consultant Team Responsibilities

- Deliver a draft Yankton Today report and findings.

## TASK 3: THE COMMUNITY VISION

Using the data and input collected in Tasks 1 and 2, we will work with the Advisory Committee to draft a vision that will apply to all plan elements. This process will include:

### 3.1 Advisory Committee Visioning Session.

Using the information gathered during the listening sessions, community roundtable, survey, and market analyses, the RDG team will work with the Advisory Committee to draft a vision with goals and objectives.

### 3.2 Advisory Committee Design Studio.

RDG and the Committee will work together to prepare an initial Development Concept Plan that considers future land use, transportation, parks, environmental features, and neighborhoods (discussed in Task 1). These concepts will be refined in Task 4.

### 3.3. Polling

The draft vision will be published to boards that will be on display at the Design Workshops for people to react to the emerging vision. The polling can be adapted to Social Pinpoint to gain remote feedback. Features like instant polling or up-voting can help the Committee understand the public's priorities.

The vision includes many goals and objectives to be coupled with actions, policies, and programs in Task 4.

### 3.4 City Responsibilities

- Review deliverables in a timely manner.

### 3.5 Consultant Team Responsibilities

- Prepare a draft development concept.
- Develop engagement activities to obtain feedback on the draft.

## TASK 4: Yankton TOMORROW - Plan Elements

The plan elements translate to policies that will implement the community vision and achieve the preferred development concept. The goals and principles define the program and design of the City. The specific plan elements are the systems that help the design come to life.

### 4.1 LAND USE

The land use plan refines the City Development Concept into a Future Land Use Plan. The Plan includes:

- **Policy Areas.** Land use policies should not always be blanketed across a city, but the policies for existing neighborhoods must be slightly different than new developing areas. This analysis examines planning and land use issues within the established city and growth areas. General development policy areas will be identified based on common themes and characteristics. These policy areas will offer a big-picture perspective to balance neighborhoods and provide quality living environments across the City. Additionally, they offer a level of reassurance to residents about the land use strategy for their neighborhood.
- **Future Land Use Map.** The Future Land Use Plan will indicate citywide and specific area plans for deploying land use policy. We anticipate taking an intensity-based approach where a series of mixed-use areas drive policymaking.
- **Special Area Precedents.** These include special subarea studies for places of significant potential and character. These may include districts and corridors identified during the initial Advisory Committee and Community Workshops or further work on plans already underway in Yankton. Initially, the Downtown and/or the mall area may be included here.

### 4.2 TRANSPORTATION ELEMENT

This will incorporate developing and existing plans, such as the parking study, around the future transportation network, a planning-level assessment of street capabilities to support growth, selected roadway policies, infrastructure sustainability policies, and projects/studies that should be initiated in the future. This does not include engineering-level services but rather recommendations and priorities for more directed future study. This approach saves costs to the project.

### 4.3 PARKS, TRAILS & GREENWAYS

This element will use input gathered from the community engagement process and an understanding the Park Department's priorities. Building on this, any gaps in the system as related to future improvements will be identified along with corridors that can connect destinations around the City.

### 4.4 COMMUNITY FACILITIES & PUBLIC INFRASTRUCTURE

The analysis includes a summary of public property and infrastructure by reviewing information collected as part of the Strategic Plan with City Staff and defining facility adequacy, ability to provide service into the future, and rehabilitation needs. This does not include engineering-level services but rather recommendations and priorities for more directed future study.

#### **4.5 HOUSING, NEIGHBORHOODS, & COMMUNITY DEVELOPMENT**

The housing element will be paired with the City's land use concept to identify neighborhood-level housing strategies. To do this, we will:

- Review recent and current housing activity.
- Determine housing needs to achieve overall city housing objectives and needs.
- Create a housing and neighborhood implementation program addressing such issues as available sites, a mix of housing types, and neighborhood rehabilitation needs. Strategies will be tailored to Yankton based on our knowledge and experience in housing strategies across South Dakota and our own experience in Yankton.

#### **4.6 City Responsibilities**

- Review deliverables in a timely manner.

#### **4.7 Consultant Team Responsibilities**

- Prepare draft planning element chapters for review.
- Develop engagement activities for feedback on draft.

### **TASK 5: IMPLEMENTATION**

Similar to the City's existing Comprehensive Plan, we want to make sure that the implementation section is a useful tool. We have refined the section to provide greater detail and guidance.

#### **5.1 IMPLEMENTATION TABLE & IMPROVEMENT PROGRAM**

The Yankton Plan will include an implementation action plan that presents the recommendations, sequencing, leaders, partners, and potential funding sources for capital items. We will present capital items as a capital improvement plan in 0-to-5-year, 5-to-10-year, and beyond ten years.

#### **5.2 Plan Review & Update.**

The Plan will identify milestones to track the Plan's implementation and indicators to track changes that may warrant modifying the implementation schedule. The implementation section will focus on how to best leverage resources to maximize results.

#### **5.3 REGULATORY REVIEW**

We will review current zoning and subdivision ordinances and identify segments inconsistent with the Plan's development principles. A memo will be prepared outlining this review and general guidance for revision.

#### **5.4 DOCUMENT REVIEW & DRAFTING**

The review of the document can be done in sections. As sections of the document are drafted, City Staff and the Advisory Committee will conduct the first stage of the review. Once staff and Advisory Committee comments are incorporated, a consolidated draft plan will be available to the public in concurrence with the final open house and a public comment period. RDG and City Staff will collect and review public comments to incorporate into the Plan.

#### **5.5 PUBLICATION**

We believe a plan must be attractive and user-friendly to be implemented to its full potential. None of our plans are alike, as they serve different audiences and purposes. Its organization and delivery are an outcome of the process.

#### **5.6 City Responsibilities**

- Review deliverables in a timely manner.
- Assist in approval meeting presentations.



### **5.7 Consultant Team Responsibilities**

- Deliver full draft plan and associate memos.
- Deliver final Plan that incorporates all comments.
- Present at 1 Planning and Zoning Commission and 1 City Commission approval meeting.

### **FINAL DELIVERABLES**

- 1 print of FINAL Plan.
- 1 print and PDF Executive Summary in a graphically designed format.
- PDF of draft and final documents.
- Digital event collateral (displays).
- Full survey and engagement documentation.
- Social Pinpoint website during the project.
- Digital PowerPoint Presentations.
- Digital Meeting minutes.
- GIS/ESRI mapping files.

Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

**Summit Activities Center Membership Information:**

	Members			Memberships
	Current	Last	Change	Current
○ Active & Fit/Renew Active/Silver Sneakers	161	159	2	161
○ Adult Annual	118	115	3	118
○ Adult Annual plus 1	26	24	2	13
○ Adult Annual plus 2	6	3	3	2
○ Adult Annual plus 3	4	4	0	1
○ Adult Annual plus 4	5	5	0	1
○ Adult Annual plus 5	6	6	0	1
○ Adult Annual plus 6	0	0	0	0
○ Adult EFT	32	33	-1	32
○ Adult EFT plus 1	18	18	0	9
○ Adult EFT plus 2	3	3	0	1
○ Adult EFT plus 3	12	12	0	3
○ Adult EFT plus 4	5	5	0	1
○ Adult EFT plus 5	0	0	0	0
○ Adult EFT plus 6	0	0	0	0
○ Adult Monthly	126	113	13	126
○ Adult Monthly plus 1	48	38	10	24
○ Adult Monthly plus 2	21	18	3	7
○ Adult Monthly plus 3	28	20	8	7
○ Adult Monthly plus 4	20	10	10	4
○ Adult Monthly plus 5	0	0	0	0
○ Adult Monthly plus 6	7	7	0	1
○ City of Yankton Single	67	65	2	67
○ Firefighter Single	19	19	0	19
○ 10 Use Punch card	45	42	3	45
○ Radio	41	41	0	41
○ Youth Annual	41	43	-2	41
○ Youth EFT	0	0	0	0
○ Youth Monthly	88	99	-11	88
<b>Total # of Active Memberships</b>	<b>947</b>	902	45	813

- In December of 2023 we had 902 members with 792 memberships.
  - In December of 2019 (pre-pandemic), we had 2,057 members with 1,089 memberships.
- Attendance – last two weeks of December 4,632 (3,413 SAC, 1,219 GL); the entire month of December 8,589 (6,139 SAC, 2,450 GL).  
Compared to 3,215 (2,156 SAC, 1,059 GL) and 6,562 (4,402 SAC, 2,160 GL) in December 2022.
- Huether Family Aquatics Center passes sold between 12/16-31/23 – 205 (166 – 2022)
  - Total Huether Family Aquatics Center Passes Sold: 544 (416 – 2022)
- Total Cash Revenue at the SAC 12/16-31/23 – \$39,198.24/\$67,460.61 compared to \$25,946.19/\$50,857.75 in December 2022.

<b>Friday, December 22, 2023</b>
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- **No School Special**
  - Participants – 30

<b>Tuesday, December 26, 2023</b>
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- **No School Special**
  - Participants – 71

<b>Wednesday, December 27, 2023</b>
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- **No School Special**
  - Participants – 118

<b>Thursday, December 28, 2023</b>
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- **No School Special**
  - Participants – 97

<b>Friday, December 29, 2023</b>
----------------------------------

- **No School Special**
  - Participants – 116

<b>Tuesday, December 18, 2023</b>
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- **SAC Library Day Passes Used**
  - 1 Coupons (1 Adult)

<b>Saturday, December 22, 2023</b>
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- **SAC Library Day Passes Used**
  - 1 Coupons (2 Adult, 6 Kids)

<b>Wednesday, December 27, 2023</b>
-------------------------------------

- **SAC Library Day Passes Used**
  - 1 Coupons (1 Adult, 6 Kids)
- **SAC Utility Day Passes Used**
  - 1 Coupons (1 Adult)

<b>December 15-31, 2023</b>
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- **Day Pass Mailers used – 9.**
  - **(47 total for this campaign)**

<b><i>Additional Information for Second Half of December:</i></b>
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- **Aqua Zumba**
  - Participation – 49 Participants (98 for the Month)
- **Barre**
  - Participation – 13 Participants (22 for the Month)
- **Power Abs**
  - Participation – 29 Participants (61 for the Month)
- **Power Yoga**
  - Participation – 11 Participants (33 for the Month)
- **Prime Time Senior Class**
  - Participation – 41 Participants (105 for the Month)
- **Strength & Flexibility**
  - Participation – 29 Participants (76 for the Month)
- **Tabata**
  - Participation – 32 Participants (64 for the Month)
- **Trim & Tone**
  - Participation – 24 Participants (52 for the Month)
- **Turbo Kick**
  - Participation – 6 Participants (8 for the Month)
- **Wake UP**
  - Participation – 8 Participants (27 for the Month)
- **Water Aerobics Classes**
  - Participation – 100 Participants (200 for the Month)
- **Work Out Express Class**
  - Participation – 4 Participants (8 for the Month)

- **Yoga**
  - Participation – 12 Participants (26 for the Month)
- **Zumba**
  - Participation – 18 Participants (41 for the Month)
- **Zumba Gold**
  - Participation – 58 Participants (136 for the Month)
- **Zumba Toning**
  - Participation – 7 Participants (13 for the Month)
- **Birthday Party Rentals**
  - Participation – 4 Birthday Parties (8 for the Month)
- **Private Pool Party Rentals**
  - Hours Rented – 0 Hours (1 for the Month)
- **Auxiliary/Main Gym Rentals**
  - Hours Rented – 8.5 Hours (18.5 for the Month)
- **Theater Rentals**
  - Hours Rented – 8 Hours (0 for the Month)
- **Meeting Rooms**
  - Hours Rented – 0 Hours (0 for the Month)
- **City Hall Rentals**
  - Hours Rented – 12 Hours (23 for the Month)
- **Capital Building Rentals**
  - Days Rented – 0 dates because of Santa's Workshop Nov. 19-Jan. 7, 2023.
- **Park Shelters**
  - Riverside - 0 Rentals
  - Memorial – 0 Rentals
  - Westside – 0 Rental
  - Meridian Bridge – 0 Rental

The SAC staff have started to plan winter swimming lessons and lifeguard certification classes. Registration for these available classes will begin in January.

## **PARKS**

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

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

Luke is working on the fireworks order for July 4. The fireworks display will be from the upper deck of the Meridian Bridge.

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

The Parks staff tore off old siding and put on new siding at the restroom building by the boat ramp in Riverside Park.

The Parks staff have been trimming trees in the parks.

The Parks Department will be working with the Street Department to take down dead, diseased, or hazardous trees on City property and in street ROW's. Parks staff are trimming trees in parks and green spaces maintained by the City. The Street Department helps in this effort with large limbs. Ash trees are being removed also as a part of the Emerald Ash Borer Mitigation Plan for ROW's, boulevards, and City owned property.

The parks staff have not been flooding the Sertoma Park ice rink and the Tripp Park ice skating areas due to the above normal warm air temperatures. The months of November and December were not conducive for making outdoor ice.

The Parks Department is beginning to prepare for 2024 Capital purchases.

Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

**Summit Activities Center Membership Information:**

	Members			Memberships
	Current	Last	Change	Current
○ Active & Fit/Renew Active/Silver Sneakers	171	161	10	171
○ Adult Annual	110	118	-8	110
○ Adult Annual plus 1	28	26	2	14
○ Adult Annual plus 2	6	6	0	2
○ Adult Annual plus 3	4	4	0	1
○ Adult Annual plus 4	5	5	0	1
○ Adult Annual plus 5	6	6	0	1
○ Adult Annual plus 6	0	0	0	0
○ Adult EFT	27	32	-5	27
○ Adult EFT plus 1	22	18	4	11
○ Adult EFT plus 2	3	3	0	1
○ Adult EFT plus 3	12	12	0	3
○ Adult EFT plus 4	5	5	0	1
○ Adult EFT plus 5	0	0	0	0
○ Adult EFT plus 6	0	0	0	0
○ Adult Monthly	109	126	-17	109
○ Adult Monthly plus 1	66	48	18	33
○ Adult Monthly plus 2	9	21	-12	3
○ Adult Monthly plus 3	28	28	0	7
○ Adult Monthly plus 4	15	20	-5	3
○ Adult Monthly plus 5	0	0	0	0
○ Adult Monthly plus 6	7	7	0	1
○ City of Yankton Single	52	67	-15	52
○ Firefighter Single	19	19	0	19
○ 10 Use Punch card	45	45	0	45
○ Radio	41	41	0	41
○ Youth Annual	37	41	-4	37
○ Youth EFT	1	0	1	1
○ Youth Monthly	71	88	-17	71
<b>Total # of Active Memberships</b>	<b>899</b>	<b>947</b>	<b>-48</b>	<b>765</b>

- In December of 2023, member numbers peaked as we had 902 members with 792 memberships.
  - In December of 2019 (pre-pandemic), we had 2,057 members with 1,089 memberships.
- Attendance –3,336 (2,280 SAC, 1,056 GL). Compared to 3,197 (2,180 SAC, 1,017 GL) in 2023.
- Huether Family Aquatics Center passes sold between 1/1-15/24 – 6 (10 – 2023)
  - Total Huether Family Aquatics Center Passes Sold: 550 (426 – 2023)
- Total Cash Revenue at the SAC 1/1-15/24 – \$21,149.31 compared to \$20,721.45 in 2023
  - Great Life Reimbursement Payment:
    - December 2023: \$3,631.50 (\$3,240.00 – December 2022)
- January is Customer Appreciation Month at the Summit Activities Center.

**Monday, January 1, 2024**

- **New Year's Day – SAC open 12:00-7:00pm**
- **No School Special 1-5pm**
  - Participants – 86 (paid)

**Tuesday, January 2, 2024**

- **No School Special 1-5pm**
  - Participants – 58 (paid)

**Monday, January 15, 2024**

- **No School Special 1-5pm**
  - Participants – 33 (paid)

**Monday, January 8, 2024**

- **Winter Swim Lessons SAC Members Registration all day**

**Tuesday, January 9, 2024**

- **Winter Swim Lessons Online Registration at 11:00am**

**Monday, January 8, 2024**

- **SAC closed at 2pm due to weather.**

**Friday, January 12, 2024**

- **SAC closed at 2pm due to weather.**

**Saturday, January 13, 2024**

- **SAC closed due to weather.**

**Sunday, January 14, 2024**



- **SAC closed due to weather.**

<b>January 1-15, 2024</b>
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- **Day Pass Mailers used – 3.**
  - (50 total for this campaign)

<b><i>Additional Information for First Half of January:</i></b>
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- **Aqua Zumba**
  - Participation – 20 Participants
- **Barre**
  - Participation – 8 Participants
- **Power Abs**
  - Participation – 41 Participants
- **Power Yoga**
  - Participation – 9 Participants
- **Prime Time Senior Class**
  - Participation – 41 Participants
- **Strength & Flexibility**
  - Participation – 21 Participants
- **Tabata**
  - Participation – 41 Participants
- **Trim & Tone**
  - Participation – 21 Participants
- **Turbo Kick**
  - Participation – 2 Participants
- **Wake UP**
  - Participation – 14 Participants
- **Water Aerobics Classes**
  - Participation – 68 Participants
- **Work Out Express Class**
  - Participation – 2 Participants
- **Yoga**
  - Participation – 18 Participants

- **Zumba**
  - Participation – 25 Participants
- **Zumba Gold**
  - Participation – 60 Participants
- **Zumba Toning**
  - Participation – 6 Participants
- **Birthday Party Rentals**
  - Participation – 3 Birthday Parties
- **Private Pool Party Rentals**
  - Hours Rented – 0 Hours
- **Auxiliary/Main Gym Rentals**
  - Hours Rented – 3 Hours
- **Theater Rentals**
  - Hours Rented – 0 Hours
- **Meeting Rooms**
  - Hours Rented – 0 Hours
- **City Hall Rentals**
  - Hours Rented – 12 Hours
- **Capital Building Rentals**
  - Days Rented – 0 dates Santa’s Workshop Nov. 19-Jan. 7, 2023
- **Park Shelters**
  - Riverside - 0 Rentals
  - Memorial – 0 Rentals
  - Westside – 0 Rental
  - Meridian Bridge – 0 Rental

## **PARKS**

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

Luke is working on the fireworks order for July 4. The fireworks display will be from the upper deck of the Meridian Bridge.

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

The Parks staff have been trimming trees in the parks.

The Parks Department will be working with the Street Department to take down dead, diseased, or hazardous trees on City property and in street ROW's. Parks staff are trimming trees in parks and green spaces maintained by the City. The Street Department helps in this effort with large limbs. Ash trees are being removed also as a part of the Emerald Ash Borer Mitigation Plan for ROW's, boulevards, and City owned property.

The parks staff have not been flooding the Sertoma Park ice rink and the Tripp Park ice skating areas due to the above normal warm air temperatures. The months of November and December were not conducive for making outdoor ice.

The Parks Department is beginning to prepare for 2024 Capital purchases.

The parks staff will be taking down holiday decorations as snow and ice allows for.

Luke and the City's IT Department have created an updated on-line electronic application for special events.

The Parks and Sports Fields staff along with the Spaces and Places staff, have been removing snow and ice as needed from City properties or public right-of-ways.

Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

**Summit Activities Center Membership Information:**

	Members			Memberships
	Current	Last	Change	Current
○ Active & Fit/Renew Active/Silver Sneakers	175	171	4	175
○ Adult Annual	105	110	-5	105
○ Adult Annual plus 1	30	28	2	15
○ Adult Annual plus 2	6	6	0	2
○ Adult Annual plus 3	4	4	0	1
○ Adult Annual plus 4	5	5	0	1
○ Adult Annual plus 5	6	6	0	1
○ Adult Annual plus 6	7	0	7	1
○ Adult EFT	26	27	-1	26
○ Adult EFT plus 1	26	22	4	13
○ Adult EFT plus 2	3	3	0	1
○ Adult EFT plus 3	12	12	0	3
○ Adult EFT plus 4	5	5	0	1
○ Adult EFT plus 5	6	0	6	1
○ Adult EFT plus 6	0	0	0	0
○ Adult Monthly	109	109	0	109
○ Adult Monthly plus 1	86	66	20	43
○ Adult Monthly plus 2	21	9	12	7
○ Adult Monthly plus 3	24	28	-4	6
○ Adult Monthly plus 4	10	15	-5	2
○ Adult Monthly plus 5	0	0	0	0
○ Adult Monthly plus 6	14	7	7	2
○ City of Yankton Single	52	52	0	52
○ Firefighter Single	15	19	-4	15
○ 10 Use Punch card	45	45	0	45
○ Radio	41	41	0	41
○ Youth Annual	36	37	-1	36
○ Youth EFT	1	1	0	1
○ Youth Monthly	78	71	7	78
<b>Total # of Active Memberships</b>	<b>948</b>	<b>899</b>	<b>49</b>	<b>783</b>

- In December of 2023, member numbers peaked as we had 902 members with 792 memberships.
  - In December of 2019 (pre-pandemic), we had 2,057 members with 1,089 memberships.
- Attendance – 4,750 (3,086 SAC, 1,664 GL). For the entire month 8,086 (5,366 SAC, 2,720 GL). Compared to 3,916 (2,611 SAC, 1,305 GL) and 7,113 (4,791 SAC, 2,322 GL) in January 2023.
- Huether Family Aquatics Center passes sold between 1/16-31/24 – 6 (9 – 2023)
  - Total Huether Family Aquatics Center Passes Sold: 556 (435 – 2023)
- Total Cash Revenue at the SAC 1/16-31/24 – \$19,218.57/\$40,367.88 compared to \$16,109.19/\$36,830.64 in January 2023
- January was Customer Appreciation Month at the Summit Activities Center.
- February is “Get Up and Play” at the Summit Activities Center with special programs and special daily fees.
- The Recreation Staff will begin working on a digital summer recreation brochure for 2024 in the coming weeks.

**Tuesday, January 23, 2024**

- **SAC Winter Swim Lessons Started**
  - Participants – 92, 11 classes offered (2023 – 100, 12 classes offered)

**Friday, January 26, 2024**

- **No School Special**
  - Participants – 42 (paid). Members free.

**Thursday, January 18, 2024**

- **SAC Library Day Pass Used**
  - 1 Coupon (2 Adults)

**Wednesday, January 24, 2024**

- **SAC Library Day Pass Used**
  - 1 Coupon (1 Adult)

**Friday, January 26, 2024**

- **SAC Library Day Pass Used**
  - 1 Coupon (1 Adult, 4 Kids)

**January 15-31, 2024**

- **Day Pass Mailers used – 4.**
  - (54 total for this campaign)

***Additional Information for Second Half of January:***

- **Aqua Zumba**
  - Participation – 42 Participants (62 for the Month)
- **Barre**
  - Participation – 10 Participants (18 for the Month)
- **Power Abs**
  - Participation – 42 Participants (83 for the Month)
- **Power Yoga**
  - Participation – 26 Participants (35 for the Month)
- **Prime Time Senior Class**
  - Participation – 87 Participants (128 for the Month)
- **Strength & Flexibility**
  - Participation – 29 Participants (50 for the Month)
- **Tabata**
  - Participation – 42 Participants (83 for the Month)
- **Trim & Tone**
  - Participation – 25 Participants (46 for the Month)
- **Turbo Kick**
  - Participation – 9 Participants (11 for the Month)
- **Wake UP**
  - Participation – 24 Participants (38 for the Month)
- **Water Aerobics Classes**
  - Participation – 83 Participants (151 for the Month)
- **Work Out Express Class**
  - Participation – 4 Participants (6 for the Month)
- **Yoga**
  - Participation – 31 Participants (49 for the Month)
- **Zumba**
  - Participation – 40 Participants (65 for the Month)
- **Zumba Gold**
  - Participation – 72 Participants (132 for the Month)

- **Zumba Toning**
  - Participation – 7 Participants (13 for the Month)
- **Birthday Party Rentals**
  - Participation – 6 Birthday Parties (9 for the Month)
- **Private Pool Party Rentals**
  - Hours Rented – 2 Hours (2 for the Month)
- **Auxiliary/Main Gym Rentals**
  - Hours Rented – 2 Hours (5 for the Month)
- **Theater Rentals**
  - Hours Rented – 0 Hours (0 for the Month)
- **Meeting Rooms**
  - Hours Rented – 0 Hours (0 for the Month)
- **City Hall Rentals**
  - Hours Rented – 13 Hours (25 for the Month)
- **Capital Building Rentals**
  - Days Rented – 1 Rental
- **Park Shelters**
  - Riverside - 0 Rentals
  - Memorial – 0 Rentals
  - Westside – 0 Rental
  - Meridian Bridge – 0 Rental

## **PARKS**

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

Luke is working on the fireworks order for July 4. The fireworks display will be from the upper deck of the Meridian Bridge.

The Parks staff have been trimming trees in the parks.

The Parks Department will be replacing wood siding and trim on the golf cart storage building north of the clubhouse.

The Parks Department will be working with the Street Department to take down dead, diseased, or hazardous trees on City property and in street ROW's. Parks staff are trimming trees in parks and green spaces maintained by the City. The Street Department helps in this effort with large limbs. Ash trees are being removed also as a part of the Emerald Ash Borer Mitigation Plan for ROW's, boulevards, and City owned property.

The parks staff have not been flooding the Sertoma Park ice rink and the Tripp Park ice skating areas due to the above normal warm air temperatures. The month of January had too much snow inside the rink at Sertoma Park and was not conducive for making outdoor ice.

The Parks Department is beginning to prepare for 2024 Capital purchases.

The parks staff will be taking down holiday decorations as snow and ice allows for.

The Parks and Sports Fields staff along with the Spaces and Places staff, have been removing snow and ice as needed from City properties or public right-of-ways.



Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

**Summit Activities Center Membership Information:**

	Members			Memberships
	Current	Last	Change	Current
○ Active & Fit/Renew Active/Silver Sneakers	175	175	0	175
○ Adult Annual	105	105	0	105
○ Adult Annual plus 1	30	30	0	15
○ Adult Annual plus 2	6	6	0	2
○ Adult Annual plus 3	4	4	0	1
○ Adult Annual plus 4	5	5	0	1
○ Adult Annual plus 5	6	6	0	1
○ Adult Annual plus 6	0	7	-7	0
○ Adult EFT	26	26	0	26
○ Adult EFT plus 1	28	26	2	14
○ Adult EFT plus 2	3	3	0	1
○ Adult EFT plus 3	8	12	-4	2
○ Adult EFT plus 4	0	5	-5	0
○ Adult EFT plus 5	6	6	0	1
○ Adult EFT plus 6	0	0	0	0
○ Adult Monthly	118	109	9	118
○ Adult Monthly plus 1	70	86	-16	35
○ Adult Monthly plus 2	18	21	-3	6
○ Adult Monthly plus 3	32	24	8	8
○ Adult Monthly plus 4	15	10	5	3
○ Adult Monthly plus 5	0	0	0	0
○ Adult Monthly plus 6	7	14	-7	1
○ City of Yankton Single	52	52	0	52
○ Firefighter Single	15	15	0	15
○ 10 Use Punch card	46	45	1	46
○ Radio	41	41	0	41
○ Youth Annual	37	36	1	37
○ Youth EFT	1	1	0	1
○ Youth Monthly	75	78	-3	75
<b>Total # of Active Memberships</b>	<b>929</b>	<b>948</b>	<b>-19</b>	<b>782</b>

- In January of 2024, member numbers peaked as we had 948 members with 782 memberships.
  - In January of 2019 (pre-pandemic), we had 2,278 members with 1,109 memberships.
- Attendance – The first two weeks of February were 4,462 (2,866 SAC, 1,596 GL) compared to 3,966 (2,700 SAC, 1,266 GL) in 2023.
- Huether Family Aquatics Center passes sold between 2/1-15/24 – 21 (4 in 2023)
  - Total Huether Family Aquatics Center Passes Sold: 571 (439 – 2023)
- Total Cash Revenue at the SAC 2/1-15/24 – \$15,920.03 compared to \$13,143.31 in 2023.
- The Recreation Staff will begin working on a digital summer recreation brochure for 2024 which will be released in the coming weeks.

***Entire Month of February 2024***

- The return of the Annual Get Up and Play Month
- \$3 Day Passes to the SAC
- Encourage everyone in the Yankton area to “Get Up and Play” in February

**Saturday, February 3, 2024**

- **SAC Library Day Pass Used**
  - 1 Coupon (1 Adult, 1 Kid)

**Friday, February 9, 2024**

- **SAC Library Day Pass Used**
  - 1 Coupon (1 Adult, 4 Kids)

**Saturday, February 10, 2024**

- **SAC Library Day Pass Used**
  - 1 Coupon (2 Adults, 2 Kids)

**Sunday, February 11, 2024**

- **SAC Library Day Pass Used**
  - 1 Coupon (1 Adult, 1 Kid)

**February 1-15, 2024**

- **Day Pass Mailers used – 5.**
  - **(59 total for this campaign)**

***Additional Information for First Half of February:***

- **Aqua Zumba**
  - Participation – 47 Participants
  
- **Barre**
  - Participation – 8 Participants
  
- **Power Abs**
  - Participation – 44 Participants
  
- **Power Yoga**
  - Participation – 26 Participants
  
- **Prime Time Senior Class**
  - Participation – 69 Participants
  
- **Strength & Flexibility**
  - Participation – 34 Participants
  
- **Tabata**
  - Participation – 44 Participants
  
- **Trim & Tone**
  - Participation – 20 Participants
  
- **Turbo Kick**
  - Participation – 15 Participants
  
- **Wake UP**
  - Participation – 29 Participants
  
- **Water Aerobics Classes**
  - Participation – 138 Participants
  
- **Work Out Express Class**
  - Participation – 8 Participants
  
- **Yoga**
  - Participation – 23 Participants
  
- **Zumba**
  - Participation – 22 Participants
  
- **Zumba Gold**
  - Participation – 93 Participants
  
- **Zumba Toning**
  - Participation – 14 Participants

- **Birthday Party Rentals**
  - Participation – 8 Birthday Parties
- **Private Pool Party Rentals**
  - Hours Rented – 2 Hours
- **Auxiliary/Main Gym Rentals**
  - Hours Rented – 8 Hours
- **Theater Rentals**
  - Hours Rented – 0 Hours
- **Meeting Rooms**
  - Hours Rented – 0 Hours
- **City Hall Rentals**
  - Hours Rented – 13 Hours
- **Capital Building Rentals**
  - Days Rented – 1 dates
- **Park Shelters**
  - Riverside - 0 Rentals
  - Memorial – 0 Rentals
  - Westside – 0 Rental
  - Meridian Bridge – 0 Rental

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Staff is examining the 2023 Capital Budget and planning to make purchases for budgeted items.

The parks staff will be taking down holiday decorations as snow and ice allows for.

The Parks and Sports Fields staff along with the Spaces and Places staff, have been removing snow and ice as needed from City properties or public right-of-ways.