



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, October 7, 2019 – Community Room**  
**CMTEA Building, 1200 W. 21<sup>st</sup> Street – 5:30 PM**

**I. ROUTINE BUSINESS**

- A. Roll Call.
- B. Consideration of September 3, 2019 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. Riverside Park Christmas Lighting and Decorating program. Update on “Light Up Yankton” committee plan for 2019. 11 of 20 white flower planters sponsored for holiday decorations at \$250/pot.
- B. Parks improvement update for 2019.
  - a. Renovation to restroom and concession stand building at Riverside Baseball Stadium so it can be heated for fall and spring use prior to when other facilities have water turned on. Work is under way.
  - b. Bocce Ball Court- donation for two courts. Located south of horse shoe pits in Fantle Memorial Park. Work has begun.
- C. Meridian District and private funding of security cameras for the Meridian Bridge and the Meridian Bridge Plaza. Idea will be brought to the City Commission at the October 14 meeting for discussion.
- D. Future of Parks Advisory Board discussion.

As we move forward this year, we would like to have discussion and thought put in to some different ideas to see what the PAB should be in the future:

Board members should recruit future members and provide these names to the City so they may be asked to serve on the board.

- How do we make sure we are getting a good mix of gender, ages, and leisure interests for those who serve on the board?

The Board should review the by-laws and suggest updates/changes. (attachment)

- Discussions can include meeting days and times? Should there be meetings once-a-month, should the meetings be every other month, or quarterly? What times would work best for meetings to allow board members and the general public to attend? What day of the week would be best?

How does the Parks Board engage the public to get more input on specific park topics that we will discuss at meetings or when we are planning projects for the future?

There may be other thoughts you have about the board and how to better serve the public. Please bring these forward so we can have the discussion.

### **III. NEW BUSINESS**

- A. Special Events Application process. Setting a schedule for application fees (attachment). Goal is to get the applications turned in for planning purposes.
- B. General Discussion.

### **IV. OTHER BUSINESS**

- A. Commission Information Memorandums. (2 CIM attachments)
  - Other completed work projects for the department are noted in the CIMs.
  - Next Meeting Monday, November 4, 2019.

### **V. ADJOURN**

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.



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**MINUTES**  
**YANKTON PARK ADVISORY BOARD**  
**Tuesday, September 3, 2019**  
**CMTEA Building, Community Room, 1200 W. 21<sup>st</sup> Street – 5:30 PM**

**I. ROUTINE BUSINESS**

Roll Call:

Present: Bryan Schoenfelder, Katelyn Schramm, Darcie Briggs, Dave Spencer, Elizabeth Healy, and Jason Tellus.

Absent: Dave Spencer and Commissioner Stephanie Moser.

Also present Director of Parks and Recreation Todd Larson, and Parks Secretary Chasity McHenry.

High School Appearances: None.

Public Appearances: None.

Minutes: August 5, 2019 minutes approved. Healy motioned. Tellus second. Motion passes 5-0.

**II. OLD BUSINESS**

- A. Riverside Park Christmas Lighting and Decorating program. Update on "Light Up Yankton" committee plan for 2019. The group is having a hard time finding a person or organization to be the lead on this community project.

**III. NEW BUSINESS**

- A. Parks improvement update for 2019.
  - a. Renovation to restroom and concession stand building at Riverside Baseball Stadium so it can be heated for fall and spring use prior to when other facilities have water turned on. Work to start after September 3.
  - b. Bocce Ball Court – donation for two courts. Located north of horse shoe pits in Fantle Memorial Park. Work to begin after September 3. Location is not in an area of the park that has had standing water the past two years, so it should not be affected by the standing water in the park. Also, the pool project is expected to help with standing water on the west side of the park. If there continues to be an issue with standing water on the south side of the park by the large wood shelter, then there may need to be a drainage project completed in that area to make sure the water is getting to the storm water inlet that is in that area of the park.



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B. Future of Parks Advisory Board discussion.

As we move forward this year, we would like to have discussions and thoughts put in to some different ideas to see what the PAB should be in the future:

Board members should recruit future members and provide these names to the City so they may be asked to serve on the board.

- How do we make sure we are getting a good mix of gender, ages, and leisure interests for those who serve on the board?
- The Board should review the by-laws and suggest updates/changes.
- Discussions can include meeting days and times? Should there be meetings once-a-month, should the meetings be every other month, or quarterly? What time would work best for meetings to allow board members and the general public to attend? What day of the week would be best?  
Moving the time of the day probably doesn't help the general public attend and participate in these meetings. Some discussion was about if the meeting needs to be monthly or not. Most board members feel comfortable calling, emailing, or talking to Todd at public events if there is some concern or idea that has been brought to them by the general public.  
Some of the discussion was in regards to outside sports facilities improvements, how to keep the sports organizations involved and providing input and also trying to get them to work towards the goals with the idea that there are limited manpower, finances, and property.

How does the Parks Board engage the public to get more input on specific park topics that we will discuss at meetings or when we are planning projects for the future?

There may be other thoughts you have about the board and how to better serve the public. Please bring these forward so we can have the discussion.

C. General Discussion.

- Disc golf will have a couple of holes that will need to be modified when the new pool is built. The plan is to keep the course at 18 holes.

**IV. OTHER BUSINESS**

A. Commission information Memorandums (2 CIM attachments).

B. Next Meeting: Monday, October 7, 2019.

**V. ADJOURN**

Briggs motioned, Healy second. Motion carried 5-0.

In 2019, there are/were 31 events within the City of Yankton that require a Special Events Application and 4 events that require a Street Closure Application. The purpose of the Special Events Application is for the event organizer to put down on paper what is expected and needed for the event to run successfully and also for City staff to determine what license, permits and permissions need to be obtained for the event to follow code, ordinances and laws. It is suggested that all event organizers submit their application at least 90 days prior to the event to allow for ample time for processing and discussions. The Street Closure Application is primarily for specialized parking only. This application is requested at least 30 days prior to closure as it requires City Manager approval.

The Parks, Recreation and City Events Department believes that by implementing a fee system, event organizers will be more encouraged to get applications submitted on time and that it will help with the planning process for all those involved. Yankton's peak season is from June – August for events, but also other City Departments. When applications come in last minute it takes away from other City staff duties.

With the increased number of events comes more time spent delivering and picking up materials for events such as picnic tables, signage, barricades, etc. This takes time away from Parks and Streets Departments regular duties. Since the application process was put in place, it has been recommended that events make a donation based on what is delivered for their specific event. In three years of events, there has been one donation of \$50.

The 2019 Proposed Special Events Application Fees are as followed:

\$25 – 90 day prior to event

\$50 – 60 days prior to event

\$100 – 30 days prior to event

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

The 2019 proposed Street Closure Application Fee is as followed:

\$15 – 30 days prior to event

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

The 2019 Proposed Delivery Fee for Special Events is as followed:

\$25 – delivery fee for any materials needing delivered and picked up from event. This includes, but is not limited to, picnic tables, garbage barrels, benches, bleachers, signage, barricades, and cones.

As always, the number one goal is to make sure outside events have the tools, materials and permits, license and permissions in place to have a successful event. With a fee system in place it creates better organization for both the event organizers and City staff, while also giving City staff more time for discussion and changes if needed.

Events are a staple to the Yankton community and a benefiting factor when trying to attract and retain residents. The City of Yankton staff encourages and supports outside organizations to host public events to help enhance our community.

**Recommendation: It is recommended that the City Commission approved the proposed fees for the Special Events Application, Street Closure Application and Delivery for Special Events.**

Respectfully submitted,

A handwritten signature in black ink that reads "Brittany LaCroix". The signature is written in a cursive, flowing style.

Brittany LaCroix  
Events & Promotions Coordinator

Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

2<sup>nd</sup> half of August information:

Fitness Classes-	
Early Bird Boot Camp class	41 participants
Power Abs	49 participants
Prime Time Senior class	116 participants
Tabata class	53 participants
Water aerobics	193 participants
Work-Out Express class	57 participants
Yoga classes	59 participants
Zumba class	35 participants
Rentals-	
o Birthday rentals-	1 parties
o SAC courts-	0 hours
o Theater-	0 hours
o Meeting rooms-	12 hours
o City Hall courts-	16.5 hours
o Capital Building-	3 dates
o Riverside shelters-	9 rentals
o Memorial shelters-	2 rentals
o Westside shelter-	1 rentals
o Sertoma shelter-	0 rentals
o Tripp shelter-	0 rentals
o Meridian Bridge-	0 rental
SAC members-	1,883 people
SAC memberships-	995
SAC attendance-	1,804 visits (does not include GreatLIFE attendees)
New members-	42 people

Friday, August 16- Final open swim at Fantle Memorial Pool. 360 attendees. Over 7,000 views of Duke's final swim that was posted on Facebook.

Tuesday, August 20- Pooch Plunge at Fantle Memorial Pool. 80 dogs attended.

The 2019 Music at the Meridian concert series has been extended by one week as Brittany LaCroix is working with the Connecting Cultures group to have another concert celebrating the Hispanic culture. Please check out the Music at the Meridian Facebook Page for more information.

The Music at the Meridian and the Connecting Cultures event was a success on Thursday August 22. The food was excellent, the music was fun, the piñatas were a huge "hit" or should I say "hits", the displays for Hispanic Culture awareness attracted people, MMC soccer giving some lessons and giving away soccer balls was popular, and the crowd was amazing. There was a table setup to register people to vote. I don't know if they had a lot of interest but that was a good place to setup with the large crowd.

We received this note from Dr. Kindle:

Congratulations on a terrific turnout and cultural event last night!

This was a very positive event for the community. My wife and I along with two grand-daughters attended this great event.

Thanks for all your work and that of the committee. You are welcome to share my thanks to them as well. I do not have Brittany's email for the city if you would please forward to her. She has done an outstanding job in her job!

Thank you - Dr. Kindle

Brittany L. worked on plans for the Welcome to Walnut Event on Friday, August 30. The event was well received and we've heard a lot of positive comments about the family friendly event and the venue.

Brittany L. worked with the air show group in preparing for the event on Labor Day Weekend.

## **PARKS**

The Parks staff aerated and over-seeded with grass seed some areas in Riverside Park once Riverboat Days was moved out.

The Parks staff moved items to Walnut Street for the Welcome to Walnut event on Friday, August 30. Some of the staff also came in after the event was over to remove all the items from Walnut Street since it was a holiday weekend and the street needed to be opened back up to the public.

The Parks staff moved items to the airport for the air show.

The ball fields at Memorial Park, 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.

All but one of the Parks summer staff have left our employment so the regular crew is working to keep up with the demands of the system in the fall.



Commission Information Memorandum

PARKS AND RECREATION DEPARTMENT

**SUMMIT ACTIVITIES CENTER and RECREATION PROGRAMS**

1st half of September information:

Fitness Classes-	
Early Bird Boot Camp class	32 participants
Power Abs	35 participants
Prime Time Senior class	71 participants
Tabata class	39 participants
Water aerobics	153 participants
Work-Out Express class	51 participants
Yoga classes	59 participants
Zumba class	31 participants
Rentals-	
o Birthday rentals-	6 parties
o SAC courts-	0 hours
o Theater-	0 hours
o Meeting rooms-	4.5 hours
o City Hall courts-	6 hours
o Capital Building-	2 dates
o Riverside shelters-	8 rentals
o Memorial shelters-	1 rentals
o Westside shelter-	1 rentals
o Sertoma shelter-	0 rentals
o Tripp shelter-	0 rentals
o Meridian Bridge-	1 rental
SAC members-	1,933 people
SAC memberships-	1030
SAC attendance-	1,763 visits (does not include GreatLIFE attendees)
New members-	38 people

Tuesday, September 3- SAC Fall/Winter Hours at the SAC started.

Sunday, September 15- SAC pool closed for semi-annual cleaning and maintenance. Tentative re-open date for the pool is Saturday, September 21.

Brittany LaCroix is working on Holiday Festival of Lights. The theme for 2019 will be "Christmas Carols."

Todd and Brittany LaCroix will be working with Connecting Cultures on a Bush Connect grant for future programming in Yankton.

Todd is working with Mary Dell Cody on a bench sponsorship at Riverside Park. The bench will be a memorial for Mike Cody. An older wood plank bench, directly to the west of Shelter #5, will be replaced with the new bench.

Todd is working with Lois Welnick on a bench sponsorship at Westside Park. The bench will be located in the area where the tree sponsorship is located for Lois' daughter, Amber Heimes Ing.

## **PARKS**

The ball fields at Memorial Park, 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.

All but one of the Parks summer staff have left our employment so the regular crew is working to keep up with the demands of the system in the fall.

Work began to insulate above the ceiling in the concession stand and restroom at the Riverside Baseball Stadium. After the insulation is complete, an HVAC unit will be installed. The electric will be upgraded to the building and the water piping into the building will be changed also. This work will happen yet this fall. John Ball, state forester, and others from around the state will be in Yankton on Thursday, September 19, to work with Lisa Kortan and the local Master Gardeners, to help train the Master Gardeners to help complete the street tree inventory in the city.

Lisa Kortan is working with Matt Drake at Fox Run Golf Course to determine which ash trees will be removed this winter. There are approximately 100 ash trees on the course. About 20 trees per year will be removed over the next five years. Planting of new trees will accompany these efforts so some of the trees that are removed will be replaced.