



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, December 21, 2015, will begin at noon.

Non-Agenda Items of Interest

1) Human Resources

We will be closing on applications for the Events and Promotions Coordinator on December 18. All the applications that are received will be sent to the Parks and Recreation Director for review and selection for interviews.

Other positions we are advertising for are Transfer Station Attendant with application deadline of December 28, and Director of Public Works which will close on December 29.

2) Finance Department Update

The Finance Office is preparing for its end of fiscal year activities. The final payroll for 2015 will be Thursday, December 31. Employee W-2s and 1095 forms meeting the Affordable Care Act requirements will be calculated and prepared in the coming weeks. Accounts Payable is working with departments to finalize all 2015 expenditures and turn in purchase orders for payment. Vendor 1099 forms will also be prepared in the next few weeks and issued in January. The final utility billing for 2015 will include the new utility rates that went into effect December 1 and will be mailed out December 18.

Please see the enclosed Monthly Finance Report and the Revenue & Expenditure Report for November.

3) Police Department Update

Yankton Police Department had a number of officers attend Incident Command (ICS) 300 training. They will now be participating in ICS 400 training that will be offered in Yankton in the New Year.

YPD concluded interviews for our open dispatch positions. We hope to have a formal list before the Christmas holiday.

Early in 2016 we'll start the process of replacing Ares, our oldest K-9. This will also change our handler from Sergeant Jason Foote to Officer Kyler Pekarek.

4) Community Development Update

Federal Emergency Management Agency will be holding a public informational meeting on January 13, 2016, at the Vermillion Public Library starting at 10:30 AM to show the results of the updated flood risk study on the Missouri River in Union, Clay and Yankton Counties. This meeting will present the draft hydraulic modeling and mapping results on the Missouri River from the Gavin's Point Dam to the

confluence of the Big Sioux River. The mapping project will include approximately 3 miles of the river adjacent to or near the Yankton City Limits. Because of the controlled releases from the Gavin's Point Dam, and the scope of the project being limited to the Missouri River, it is anticipated that the mapping project will have little impact on the City. The mapping project is a FEMA driven process that is required for the participation in the National Flood Insurance Program. The meeting will include an informal presentation from FEMA and their mapping contractor, time to review the draft floodplain mapping and time for questions.

5) Public Services Department Update

The City of Yankton will have a one-time pickup of Christmas trees on Monday, January 4, 2016. The City is asking for Yankton residents to place Christmas trees by the **front curb no later than 7:00 A.M. on Monday, January 4, 2016**, as there will be no Christmas tree pick up in alleys.

In addition, there will be a Christmas tree drop-off point for Yankton residents at the parking lot west of the Riverside Park baseball stadium. Christmas trees can also be taken to the Yankton Transfer Station during regular business hours of Monday through Saturday from 8:00 A.M. to 3:45 P.M. The Christmas tree drop-off point and the Transfer Station will start accepting trees beginning after December 26, 2015 through and including, Friday, January 8, 2016.

6) Library Update

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

7) Fire Department Update

Firefighters serving the Yankton Fire Department recently responded to three serious auto accidents which resulted in five fatalities. One part of our responsibility as a community is to look after not only the equipment and physical needs of our volunteers but also to look after the mental health need of our volunteers as it relates to the calls for which they provide service. The YFD and The City of Yankton have done this by providing the services of a Critical Incident Stress Management Team to help council firefighters as a group after events of this nature. We have also been blessed with the services of a volunteer Chaplain, Reverend Rod Veldhuizen. YFD provides Rev. Veldhuizen with the training, equipment and support needed for him to provide spiritual and mental health support to our firefighters during these times. Rev. Veldhuizen's training as a certified counselor is extremely valuable to us in his role as Chaplain.

8) Monthly reports

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

Have an enjoyable weekend and do not hesitate to contact us if you have any questions about these or other issues. If you will not be able to attend the Commission meeting on Monday, please inform my office.

Sincerely,

Amy Nelson
City Manager