



**CITY OF ABERDEEN
2017 ACCOMPLISHMENTS**

Presented by Lynn Lander, City Manager



CITY OF ABERDEEN

2017 SUMMARY OF SIGNIFICANT ACCOMPLISHMENTS

PUBLIC SAFETY:

Aberdeen Fire and Rescue:

- All 1,350 hydrants were flowed and tested in 18 days. This task in past years took 3-4 months to complete. Having OT staff do this saved in maintenance costs, and allowed more time for crews to train during summer months.
- A new Standard Operating Guideline for Infectious Control was implemented in July. We worked with Sanford, Avera St. Luke's Hospitals and City of Aberdeen Risk Manager to build this new Standard Operating Guideline (SOG). Having this guideline in place has allowed all employees to fully understand the procedure when needed.
- We evaluated our long term needs assessment for our new aerial truck to be functional for the next 20 years. We attended a few trade shows and worked with different vendors to accomplish this task. The delivery of the new Pierce 107' aerial will be delivered mid-July of 2018. We joined HGAC buying group to save 5-8% on this new apparatus.
- We ran our first Citizens Fire Academy late summer through fall. This class offered behind the scenes look of all aspects of our department. We feel this was a very successful program with great feedback from the participants and look to run another academy in fall 2018.
- We conducted another SD state EMT certified course with a 75% pass rate which is above the South Dakota average of 60%. The objective of this course is to get more EMT's out in the community. The longer term goal for these individuals is for them to continue on to become Paramedics and obtain a job with Aberdeen Fire & Rescue.
- In the fall of 2017, we implemented a new fire reporting system which has detailed analytics to provide better data. This system is more user friendly and has provided better customer support when issues arise.
- We also implemented new software to help train and track all training hours needed by firefighters, EMTs, Paramedics and Officers. The goal of this new software is to keep better track of hours to help obtain an ISO 1 within 5 years. This program is also used by 3 other departments in South Dakota, which allows us to share training material. This will ensure state resources to be completing the same training.
- In August, we implemented a Paramedic QA monthly meetings. This has brought the paramedics to work more as a team between all 3 shifts. Our Medical Control Director has attended offering a question/answer session. This has had great success thus far, with information and training being passed on.



Aberdeen Police Department:

- We continued our community outreach utilizing our satellite office at the Super City Mall. Staff from the department worked with the diversity coalition to build communication with Aberdeen's new residents.
- Our department's social media programs were successful in 2017 as we increased the number of people following our site by 33.5%. Our PD site is used to inform the community about recent events related to the department and crime events. We use the site to post information about unsolved crimes and have been very successful identifying suspects and resolving investigations. The use of the department's social media site has increased the solvability of investigated crimes by our department. Both felony and misdemeanor crimes have been solved through the use of social media. Many theft investigations were resolved with our site.
- In 2017 we completed a work load analysis study to determine if the department was adequately managing personnel and resources and to determine if the department is adequately staffed. The results of the study reflected a tangible need for more police personnel. Staff from the department met with the city manager and city councilors to explain the results of the study. From the study, the city leaders authorized two additional patrol officer positions to the department's workforce. We appreciate the commitment and support for the department by the city manager and city council.
- In 2017 we added an additional drug detection dog to the patrol division operations. The drug dog was funded through a grant from the South Dakotas Attorney Generals office using the drug control fund. We appreciate this effective tool in our efforts to address the increasing illegal drug problem in our community.
- In 2017 we continued our community policing services by conducting security assessments and active shooter training for many of the communities businesses, schools, and churches. The department completed over twelve security assessments and fifteen active shooter training drills.
- Other community policing events that occurred in 2017 included the "Battle of the Badges" blood drive. This year's event is the 12th year the police and fire departments have participated. We held our annual National Night Out community event which was very popular and highly attended. The Boy Scouts of America partnered with us to have a station drop off site for retiring American flags. We held several "coffee with a cop" events in various business and the senior center. Staff conducted numerous educational presentations on a wide variety of topics to many of Aberdeen's civic organizations, schools, and businesses.
- Our DARE officers continued the DARE program. Several hundred students graduated from the program and DARE officers' also implemented new programming.



- In 2017 the departments Chaplain corp. continued to bring new chaplains into the program. The group conducted frequent training with PD staff and the Chaplains were a vital resource for the department in assisting officers with critical incident stress debriefings, death notifications, and the assistance to citizens in crisis due to tragedy.
- Law enforcement is unique regarding the idea of an accomplishment. Each day officers perform duties that may seem routine but have life changing implications for the people involved in a situation. A quality domestic violence investigation leading to an arrest is a profound catalyst for change for a victim. Detecting and apprehending a methamphetamine dealer makes the whole community safer. Apprehending a burglary suspect safeguards the community from further victimization. These things happen on a weekly basis and I believe the department is doing a quality job meeting the daily challenges and ultimately making our community a safe and secure place to live. The department cannot be effective without the support and connection to the community. Community members must feel comfortable coming forward as witnesses to crime occurrences or sharing crime information with us when known. Our department continues to strive to earn the respect and trust of the community every day and in every contact we have with a citizen.

-Chief Dave McNeil

ENTERPRISE UTILITIES:

Water Reclamation:

- For the year, we will have treated around 1.117 billion gallons of wastewater, removing approximately 96% of the solids and oxygen demanding pollutants and 99.7% of the ammonia. The biosolids application program land applied nearly 4.5 million gallons (900,000 lbs dry weight) of biosolids to 460 acres of farm ground.
- Migrated the facility computer control system to Plant Pax Distributed Control System in June. The system includes 720 discrete data transfer devices, 950 separate alarm notifications originating from two host computers that contain four servers, three workstations and six thin clients.
- Provided outreach and community awareness/public participation for water reclamation issues such as wipes and fats, oil, and grease (FOG). Superintendent Badten did an interview with KSFY detailing the fate of the wipes and their impact on the collection system pumps and fate at the Water Reclamation Facility.
- Substantially completed the Facility improvements, which involved the replacement of numerous slide gates, valves, piping and pumps as well as coating damaged piping and wet wells.
- Cleaned and inspected both primary and secondary anaerobic digesters.



- Distributed information regarding the Dental Amalgam Rule (40 CFR 441 signed June 9, 2017) to area dental offices to determine how many dental offices use amalgam separators. The Pretreatment Standards were developed to minimize mercury discharges to wastewater treatment facilities, thereby reducing mercury levels in waters of the United States.

Water Treatment:

- The final of the four-year contract for lime sludge land application resulted in the South and West Sludge Lagoon coming very close to completely empty. Year 2017 saw more than 19,000 tons removed, allowing us to haul less in future years, and a margin of safety if the need to switch lagoons develops.
- Began experimenting with Sludge recirculation, had hoped to reduce the lime and soda ash requirements. That part has not materialized but it has allowed the plant to operate on a much more consistent level with no filter polymer being used for the previous 6 weeks.
- Lab personnel intensively monitored disinfectant and byproduct levels throughout the distribution system a better understanding of the issues influencing water quality throughout the system and a better understanding of when and where flushing of the system would be of benefit.
- Replacement of the structural struts on SCU 1 and the joints of the new building were caulked and sealed.
- Developed a low-cost replacement to the lime Slaker splitter system allowing for easier maintenance and improved performance from the original system.

FINANCE:

Treasurer's Division:

- Over 120,042 Utility Bills Mailed & Collected totaling \$10,941,185 in revenue.
- Over 350 Water Shutoffs processed.

Auditor's Division:

- 21,719 Invoices processed
- 5,873 Checks produced
- 30 Retail Liquor Licenses issued
- 1 Full Service Restaurant License
- 61 Retail Beer Licenses issued
- 50 Video Lottery Licenses issued
- 55 Special Liquor Licenses issued



Finance Division:

- 2016 Financial Statements generated with 40 separate funds included
- Helped create 1 TIF District (TIF #27)
- Increased interest revenue (\$46,732 – 2015, \$117,298 – 2016, \$161,540 – 2017 YTD)
- Processed 3,500 credit/debit card transactions as of 12/18/2017

Computer Department:

- Opened 1,131 work tickets for assistance
- Began posting City Council meetings on YouTube for public viewing
- Completed security improvements on network, including performing e-mail user education and testing

RECREATION AND CULTURE:

Library:

- Completed work with architects, construction company staff, the Library Board of Directors and City Officials to develop and construct a new public library.
- Packed and moved materials from the old library building to the new library building. Prepared for auction of surplus library materials and cleaned old library for possible sale.
- Evaluated Children's Services Department including development of the Children's collection of materials, weeding of the collection and assessment of programming.
- Revised meeting room policies for the new library building to increase the relevance of Library meeting rooms for a larger number of community members.
- Maintained the integrity of the Kline Street library building for use by the public.

Aberdeen Parks, Recreation & Forestry Department:

Director:

- Coordinated efforts with the School District to complete the construction of two camping cabins by ATEC students and arranged for three cabins to be constructed for the 2018 camping season.
- Coordinated the Recreational Trail Program grant for restoration of the asphalt trail from North 5th Street to Olive Drive on the north side of the Lee Park Golf Course.
- Coordinated efforts to host the South Dakota Park and Recreation Association Conference in September.
- Coordinated efforts to update the Aberdeen Recreation and Cultural Center Master Plan.



Parks Division:

- Completed installation of new irrigation system at Manor Park.
- Completed the construction of a new basketball court at the 12th Street park.
- Completed the installation of new shade structure and picnic plaza at 12th Street park.
- Completed the installation of new signs at Aldrich, Brown, and Frontier Parks and the renovation of the sign at Anderson Park.

Wylie Park:

- Completed the installation of decks on the two new cabins in the north Campground at Wylie Park.
- Assisted with installation of a new shade canopy at the Castle in Storybook Land.

Mosquito Control:

- Hosted the South Dakota Mosquito Control conference in conjunction with the State of South Dakota Department of Health.

Forestry Division:

- Planted and maintained over 850 trees throughout public property in Aberdeen which includes boulevards, park areas, trail areas, tree nurseries, municipal cemetery and golf course.
- Rented out 180 community garden plots which includes monitoring for weed issues, maintaining refuse piles and spring and fall tilling.
- Forestry division removed over 86 trees due to Dutch elm disease or due to trees being in poor condition or dead. Completed the pruning of 50 trees at homeowner's request and 1,000 boulevard trees were trimmed in Zone 1 of the 2017 chip sealing schedule.
- Constructed a new parking area and trail segment in the Kuhnert Arboretum.

Lee Park Golf Course:

- Cart paths were added on holes 8 and 12.
- The number 14 men's tee box was enlarged and sodded.
- Rain bird part circle heads were added around ponds to reduce water use and increase efficiency.
- Hosted South Dakota State 2 Man Tournament.
- Sump pump and drain line were added to clubhouse to discharge excess water from cart storage area.
- Numerous tree removals on 9, 10, and 4.

Riverside Cemetery:

- Cemetery staff handled 69 interments through December 2, 2017. Of those, 35 were traditional casketed interments, 33 remains, and 1 baby service for Avera St. Lukes Hospital.



- Completed an upgrade in cemetery software from Microsoft Access to Pontem Cemetery Management Software.
- Assisted numerous families with purchases of 93 grave spaces.
- Completed locates and oversaw installation of 46 memorials throughout the cemetery.
- Received a generous donation from the American Legion Post #24 that allowed us to hire an outside company to level 15 monuments in the GAR circle of Riverside Cemetery. In conjunction with this project, we also replaced bent posts for the GAR medallions at each grave site.

Recreation Division:

- The Aberdeen Aquatic Center offered swimming lessons for 762 participants and had total daily attendance of 52,872 with gross revenues totaling \$368,161.13.
- Provided recreational open gym program using public schools and city gyms with over 3,000 participants.
- Administered the Adult Men's Basketball League, tournament and playoffs in conjunction with the Aberdeen Men's Basketball Association for 38 teams and nearly 400 participants.
- Provided special events such as the 3-on-3 Youth Basketball Tournament, Pepsi Hot Shot, Family Free Throw Contest, Haunted Forest with over 3,500 in attendance, Winterfest with over 3,000 participants and Holiday Celebration.
- Provided adult volleyball program with 144 teams and 864 individual participants. Provided 4-on-4 spring volleyball league with 23 teams participating and conducted 4-on-4 volleyball tournament with 8 teams participating.

Aberdeen Recreation and Cultural Center (ARCC):

- Provided more than 270 different arts and cultural programs that were offered over 1,600 times with over 40,000 people participating.
- Provided the ARCC Dance program with more than 700 enrolled in 100 weekly classes during the school year.

Aberdeen Area Senior Center:

- The 2017 membership year ended with 812 members from Aberdeen and approximately 75 members from the communities of Groton, Columbia and Frederick. 2017 saw a lot of new faces with 192 first time new members being added.
- Facebook was used on a more regular basis to inform members of upcoming events and to post pictures of recent happenings. For a nominal fee, a "boost" was done to increase viewership of selected posts, reaching well over 1000 local senior at a time on one occasion.



- United Way grant increased to \$22,500 from \$20,000. This grant is good for 2018 and 2019.
- Hired a new part time Membership Coordinator. She was able to take over some of the Meals on Wheels paperwork for the director. Cathy Tramonte has been a wonderful addition to the staff. She is very well liked by all of the members.
- The Meals on Wheels program increased over 3,000 meals from 2016. We should end at around 16,850 meals delivered. Jackie Witlock has 14 new volunteers assisting with deliveries. Jackie has also trained most of those route drivers.
- Helped host the 2017 Healthy Aging Resource Fair. This fair has not been held since 2012. There were more than 150 seniors in attendance.
- Approached Bethlehem Lutheran Church to see if they would be willing to have one of their Sunday special donations come to the Senior Center Meals on Wheels Program. Received donations to help purchase new meals carrier bags for \$1,712 and will use the rest to help with the program needs.
- Worked with the United Way and 211 program that will go live in February of 2018.

PUBLIC WORKS & ENGINEERING:

- Completed Holding Pond construction for N Boyd Street Holding Pond project.
- Completed construction for the Moccasin Creek Vegetation Management project.
- Completed plans, specifications, bidding and construction for Merton Street holding pond project.
- Completed plans, specifications, bidding and construction of Kline Street utilities project through NSU campus.
- Completed construction of approximately 6000 LF of pipe lining.
- Developed plans and specification for replacement of the signal system at 2nd St and 3rd Ave SW.
- Completed construction of 1 mile of 8th Ave NE in the Mill and Overlay process.
- Complete construction of 11 blocks of Mill and Overlay to coordinate with the opening of the New Library.
- The Street Department completed approximately 240 blocks of the patch and seal program.
- Provided guidance and oversight for construction of the Rock Street holding pond and drainage improvements.
- The Pipe Department completed replacing approximately 1 mile of water main.
- Installed storm sewer pipe for drainage improvements for S Harrison St.
- Installed a block of aging sanitary sewer on S Congress St.
- Redesigned and constructed a new lift station in Eisenhower Circle.



GENERAL GOVERNMENT:

Human Resources:

- Achieved the lowest fund modifier ever received by an entity for our Workers Compensation coverage through SDML Insurance Benefits. This was attained by continuously following good safety practices and administering annual training to our employees.
- Recruited and selected three (3) new department heads (Fire Chief, Waterworks Superintendent & Assistant Public Works Director)
- Tested in house candidates to promote and fill one (1) Battalion Chief Position in the Fire Department
- Tested in house candidates to promote and fill three (3) Lieutenant Positions in the Fire Department.
- Administered twenty-nine (29) entry level police tests to potential candidates.
- Successfully assisted the Fire Department in establishing an Internship program with NSU.
- Created and updated an Immunization records spreadsheet on all full-time employees to include Tetanus and Hepatitis B vaccines. Offered Tetanus and Hepatitis B vaccines to those not up to date.
- Conducted Sexual Harassment, Workplace Violence and Drugs & Alcohol in the workplace Training. All 265 Full-time employees were required to attend or make up the training.
- Coordinated and offered to all employees First Aid and CPR training which was administered by the Fire Department.
- Coordinated a Loss Control Survey with Safety Benefits. Walked through thirteen (13) of the City buildings locating potential hazardous situations and correcting to help minimize any future loss.
- Conducted annual self-audit safety checklists for each department to conduct and return to Risk Management for tracking and monitoring.

Human Resources Activities

	2011	2012	2013	2014	2015	2016	YTD
Employee (full-time) openings	15	19	28	41	37	29	40
Number of applications processed	472	473	510	326	441	410	476
Number of full-time interviews	52	110	130	119	118	95	97
Number of W-2's produced	707	709	734	722	740	796	781*
Number of checks produced (first pay period in July)	579	571	587	578	571	613	601
Number of checks produced (first pay period in Dec.)	386	386	398	398	409	414	405
Number of checks produced annually	11,219	11,905	11,376	11,451	10,558	11,763	11,003*
Workers' Compensation claims processed	64	63	78	47	53	47	78
Liability Claims processed	38	21	25	30	31	32	28
Flu Shots	191	162	168	193	182	188	182



City Attorney:

- Sell Old Library property: Worked diligently to prepare the old library for sale. Identified the property for surplus and addressed all issues regarding title including a Phase I Environmental Assessment. Prepared the appropriate purchase agreement and other forms. Prepared bid packet and had the property ready for sale. All of the legal work was put in place and the property can be sold without any delay due to legal obstacles.
- Conflict of Interest: Steered adoption of Conflict of Interest Policy through to successful conclusion. Process involved multiple drafts of different policies, individual meetings with each council member, and multiple revisions. After Council adopted the policy, then worked to finalize forms for the Conflict of Interest disclosures for all councils, committees, commissions, and relevant city officials.
- Establishment of Board of Ethics: Assisted the council in drafting ordinance for creation of the Board of Ethics. Worked with the mayor to appoint board members. Assisted with the first annual meeting and subsequent draft of minutes. Concluded with drafting the Board of Ethics webpage and forms for complaint and request for advisory opinion.
- Collegiate woodbat baseball at Fossum Field: Worked through significant conflicting uses for Fossum Field to a successful facility agreement with the Expedition League and the owner of the team, CH Baseball, LLC. The process involved significant revisions to a comprehensive facility agreement to protect both the city and the Aberdeen Youth baseball program.
- Towing issues involving the APD and City: Worked through the Aberdeen Towing Association to ensure better customer service and address complaints. The process for addressing those complaints involved suspensions of two tow truck operators.
- Cable TV Renewal Franchise: Significant work in 2017 and moving forward with the franchise renewal. Involved numerous discussions with legal counsel and the process of putting together a PEG Study. Worked with the PEG consultant and helped in the meetings necessary to complete a Community Needs Assessment. Council ultimately adopted the Community Needs Assessment. A draft franchise was provided to the two cable providers.
- Andrew Corner title issues: Finally cleared a title defect regarding a City-owned property and was able to conclude a transfer that had been approved in 2011. The property involved opening an estate in order to get the title defects resolved and to ensure that the City had fee simple title to its property. Successfully opened and completed a probate matter to cure the title defect.
- Assisted in concluding the dedications of public facilities for the North Plains and Oakwood Lane Developments. The dedications process has been significantly revised



and formalized. This has resulted in a much smoother and more comprehensive plan of dedication and acceptance.

- Development agreements, forms and specific developers: Worked diligently throughout the year to prepare development agreements for both TIF and non-TIF developments. Brokered successful agreements with HAPI on TIF 27 and with the Centennial Commons Development.
- Airport issues: Significant work went into the following airport issues:
 1. Hangar Area Leases – the hangar area leases were subject to significant discussion and debate throughout the year with the Airport Board which ultimately involved the retention of a consultant to perform a rent study. Continued to steer this process in a productive way and look to resolve it in late 2017 or early 2018.
 2. Grass landings – addressed issues with grass landings and the desire to have a grass landing runway at the airport.
 3. Complaints – assisted administration in responding to complaints regarding the Prior Permission Response (PPR) policy put in place for snow removal operations.
- Oversaw a land exchange with the City involving Dakota Estates. The process paved the way for additional development and ensured that the City complied with statutory procurement requirements.
- Drafted and ultimately adopted the following ordinances:
 1. Reorganized and updated the Building Code Regulations at Chapter 12
 2. Updated the Fire Code at Chapter 24
 3. Worked closely with Public Works Department to adopt an ordinance regarding obstructions on city streets.
 4. Work closely with the Public Works Department to adopt an ordinance prohibiting shared utility services.
 5. Worked with the police department to develop a new definition for intersection and to improve clarity for stop sign violations.
 6. Drafted and presented to the council an ordinance involving sidewalks along public rights of way and to authorize a procedure for missing links sidewalks.
 7. Worked with the public works department in revising the parking in alleys ordinance.
 8. Drafted an ordinance creating and establishing a Board of Ethics.



AIRPORT:

Construction and Major Projects:

- The airport completed our largest project to date in the last two decades (based on \$) in 2016 conducting the majority of the Runway 17/35 Decoupling Project. In 2017, we have:
 - Completed the Flight Checks required for our new lighting systems and warranty work, to date.
 - Completed the Financial Closeout for this project.
 - The project was completed well under budget.
- The Airport began a new Wildlife Hazard Assessment that will lead to development of a new Wildlife Hazard Management Plan.
 - The most recent Wildlife Hazard Assessment was last updated in 2009.
 - The most recent Wildlife Hazard Management Plan was developed in 2002.
- The Airport acquired two new pieces of Multi-Purpose Snow Removal Equipment.
 - The equipment is the first of its kind at any South Dakota Airport.
 - The plows on the equipment provide an increase in plowing width of over 70%.
 - The brooms on the equipment provide an increase in brooming width of over 57%.
- The airport increased diesel fuel capacity to 3,000 gallons to handle the increased fuel capacity of newer, larger equipment. This should give the Airport multiple days of snow removal capabilities in the case of a large, multi-day event. Previous capacity could only fuel large equipment for approximately one day.
- The Airport acquired a new dispersal system to add solid de-icing pellet disbursement capabilities to be utilized during ice and snow removal.
- The Airport acquired and began using a crack sealer to maintain Airport Pavements. This allowed a quantity nearly five times greater than previous years to be applied to pavements, within budget.
- Airport Management worked with a professional consultant to conduct an analysis of leased premises at the Airport. After an on-site analysis of the facilities were completed Aberdeen Regional Airport was compared with comparable and competitive airports to determine what the market rates are currently in 2017. This was the first time that the Aberdeen Regional Airport had gone through an independent Airport Rent Study.
- Airport Management worked extensively with the City Manager and City Attorney to develop new 5-year leases for Private Hangars and Executive Hangars, working towards the goal of charging Fair Market Value for the premises based on the findings of the Airport Rent Study.

Ride Line:

- Ride Line Personnel took a leadership role in conducting the Annual Conference of Transit Directors from North and South Dakota along with running a driving competition for 42 drivers from the two state region. Ride Line's only driver participant placed second amongst South Dakota drivers.



- Total 2017 Ride Line Passenger Traffic was 71,226. A slight decrease (-2.0%) from 2016 passenger numbers.

Passenger and Fueling Statistics:

- 2017 Airline Passenger Traffic increased 3.5% from 2016 levels to 55,824 passengers. 2017 was our highest number of airline passengers served in the last thirteen years.
 - This is our highest passenger level during the years we've been served with two daily departures and two daily arrivals in the fifty-seat regional jet.
- General Aviation (GA) Fuel Deliveries to aircraft grew 2.1% over 2016 statistics to 512,822 gallons.
- Cargo and Air Carrier Fuel Deliveries to aircraft grew 2.9% over 2016 statistics to 356,611 gallons
- Total Fuel Deliveries to aircraft (GA, Cargo and Air Carrier) grew 2.4% over 2016 statistics to 869,433 gallons.

PLANNING & ZONING:

Planning and Zoning

- 54 Plats (35 within City limits and 19 within the 3 mile jurisdictional limit).
- 18 Petitions to Rezone (10 within City limits and 8 within the 3 mile jurisdictional limit).
- 6 Petitions to Vacate Public Right-of-Way (273,796 square feet or 6.285 acres vacated).
- 4 Special Requests to the Planning Commission for Various Construction projects in the neighborhood commercial district, Industrial Park District, and the Aberdeen Commercial Historic District.
- 1 Tax Increment Finance District Submitted and Approved (TIF 27).
- 83 Total Planning Commission items.
- 162 Variance Requests.
- 36 Special Exception Requests (including daycare operations).
- 43 Appeal Requests.
- 241 Total Board of Zoning Adjustment items.
- 8 Annexations (36.15 acres).
- 132 Sign Permits (Thru Nov. 30th).

Building Inspection:

- 82 Single Family Home Building Permits – Valuation \$5,585,630.28 (Thru Nov. 30th).
- 1 Multi-family Building Permit – Total of 72 New Units and Garages – Valuation \$4,600,000.00 (Thru Nov. 30th).
- 11 Commercial Building Permits – Valuation \$6,085,016.00 (Thru Nov. 30th).



- 1,596 Total Building Permits Issues – Valuation \$33,917,314.781 (Thru Nov. 30th). (Inspections are necessary and completed on 98% of all building permits issued).
- 111 Plumbing Permits (Thru Nov. 30th).
- 14 inspections of New or Relocated Daycare Operations (Thru Nov. 30th).
- 1 Complaint Filed with the Residential Contractor Board (Thru Nov. 30th).

Code Enforcement:

- 1,927 Code Enforcement Cases Opened – Average of 8.437 new cases per working day (Thru Nov. 30th).
- 129 Nuisance Abatements – Grass/Weeds, Snow, Junk (Thru Nov. 30th).
- 24 Structure Demolitions – houses, accessory mobile homes and commercial/industrial structures – 5 more structures pending demolition (Thru Nov. 30th).

Health:

- 170 Health Inspections for liquor/beer/wine licenses (This number includes re-inspections after a failure or failures to comply) (Thru Nov. 30th).
- 6 Inspections for Bed Bug Infestations (Thru Nov. 30th).
- 4 Inspections for Cockroach Infestations (Thru Nov. 30th).
- 1 Inspection for Flea Infestations (Thru Nov. 30th).
- 6 Inspections for “Other” Bug infestations (Thru Nov. 30th).
- 3 Inspections for Mold (Thru Nov. 30th).
- 25 Inspections for Unsanitary Living Conditions (Thru Nov. 30th).

CITY MANAGER:

- Recommended the appointment of Randy Meister as City Fire Chief after the retirement of Kevin VanMeter after completing the public notice process of such vacancy.
- Attended bi-weekly library construction meetings to work with the general contractor and architect. Furthermore, provided monthly construction reports to the city council. The library project building expense ended with a positive 4.10% budget variance.
- Assisted with the replacement process for the position of assistant public works director.
- Composed bi-monthly news articles for the Chamber Progress Magazine.
- Facilitated the professional services of Marcus and Millichap for the possible sale of the old federal courthouse located at 102 4th Avenue SE.
- Contacted and started N. Roosevelt and 8th Ave. NE rail crossing improvements with the Rail Division of the South Dakota Dept. of Transportation. Encouraged the study of a Quiet Zone Study for the railroad crossing mentioned above.
- Completed overview of workload analysis by the Police Department and ultimately supported two new officer positions.



- Recommended the appointment of Bob Braun as the city's Water Treatment Superintendent.
- Brought forth memorandum explaining missing sidewalk links which resulted in ordinance changes.