



**CITY OF ABERDEEN
2016 ACCOMPLISHMENTS**

Presented by Lynn Lander, City Manager



CITY OF ABERDEEN

2016 SUMMARY OF SIGNIFICANT ACCOMPLISHMENTS

PUBLIC SAFETY:

Aberdeen Fire and Rescue:

- Successfully updated the city ordinance dealing with private ambulance services.
- We continued the process of assuring that we will have access to quality individuals for placement within our department. We accomplished this on many levels, the top being recruitment. Our personnel began by traveling to many outlying schools that offer Paramedic programs. These were in North Dakota, South Dakota and Wyoming to name a few. This allows us to get our name into their program and gives us up front contact for placement for graduation. We also began and held our first in house EMT basic program. This is the first step required to attend Paramedic school and gave locals that chance that was not there prior. We also began a partnership with Sanford/USD to hopefully allow us to host a class in the near future. This is a process that will take two or more years to see the benefits.

Aberdeen Police Department:

- The police department provided critical evidence and dedicated a substantial amount of man hours on a high profile murder case that resulted in a guilty verdict.
- The Aberdeen Chaplain corps expanded the number of chaplains who serve the Aberdeen Police Department and other local, first responder agencies including the fire departments, sheriff's office, and highway patrol. The chaplains in 2016 have served the department and community by providing comfort and support to those who have experienced death and tragedy.



- The department experienced an increase in large drug investigations which ultimately led to more drug arrests in 2016. In addition, the department received additional funds to obtain a second drug detection dog.
- The department had numerous requests for security assessments from the communities businesses, schools, hospitals and manufacturing environments. The department conducted these assessments and also facilitated employee safety awareness training and conducted emergency drills and exercises.
- The department made a concentrated effort to connect with the community's diverse group of new residents. A police satellite/community outreach office was established in the Super City mall after an apartment building, where refugees and immigrants live, was shot by an unknown suspect(s). The goal for the office was to utilize a familiar area near both residential areas and frequented businesses where department staff could connect and interact with Aberdeen's new residents in a casual and neutral setting. The department continues to conduct outreach activities on a weekly basis.
- The department held many police/community events. Many activities such as National Night Out, the law enforcement Polar Plunge, Torch Run for the Special Olympics, Run from the Cops, bicycle roundups, and Coffee with a Cop events, etc. were held and well received. The department continued the youth police explorer with 8 participants and the DARE program which graduated over 500 students.
- The department maintained a high level and standard of post certification police training. The states 2016 police management study reflected that the department had one of the highest percentages of hours of training per officer a year with 115 hours. The state requires a minimum of 40 hours of continued training in a two year period to maintain an active law enforcement license. In 2016 the department also conducted training dealing with responding to people in mental crisis and de-escalation training. The Aberdeen police department is one of several agencies across



the state who has trained officers in crisis intervention. The department will continue to develop and enhance its resources and response to mental health calls for service.

- 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 efforts to engage the community in many ways to include our expanded social media programs seem to have netted many community partners leading to the sharing of information resulting in solving crime and making arrests. 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.

ENTERPRISE UTILITIES:

Water Reclamation:

- Began the 2016 Water Reclamation Plant improvements project.
- The SD DENR completed three inspections of the Water Reclamation Facility in 2016.

The inspections evaluated the implementation of the Industrial Pretreatment Program, the Biosolids Application Program and the operations and maintenance of the Water Reclamation Facility. All three



inspections showed excellent implementation of the programs and operation and maintenance of the facility.

- Initiated upstream and downstream monitoring of Moccasin Creek for future pollutants of concern.
- Issued New Angus several Wastewater Discharge Permits and worked extensively to effectively mitigate and enforce compliance issues related to their startup and continuing discharge.

Water Treatment:

- More than 19,000 tons of lime sludge has been removed in 2016, thus putting us in good shape for the final year of this contract.
- Reduced turbidity problems with the construction of the new filter berm.
- The Wetland Mitigation area because of the filter berm construction passed inspection by the US Army Corps of Engineers.
- Lab personal undertook a nitrate monitoring project of the Elm River and Moccasin Creek to help us understand upstream activities impact on the plant and the City's activities impact on the Moccasin Creek. This background data provided a better understanding of the issues impacting water quality though the system.
- Successful removal and replacement of Low Lift Pump #2. With this pump replacement our ability to better match distribution demand resulting in more effective energy use and electrical cost savings.

FINANCE:

Treasurer's Division:

- Over 118,000 Utility Bills were mailed & collected totaling \$9,726,980 in revenue and over 400 Water Shutoffs were processed.
- Completed new credit card acceptance services for utility bills and other city fees
- Partnered with Aberdeen Downtown Association (ADA) to Collect Parking Fees on behalf of ADA



Auditor's Division:

- 17,856 Invoices Processed
- 6,034 Checks Produced Incode Check Report
- 31 Retail Liquor Licenses Issued
- 13 Retail Wine Licenses Issued
- 60 Retail Beer Licenses Issued
- 24 Package Liquor Licenses Issued
- 6 Package Beer Licenses Issued
- 1 On off Sale SD Farm Wine License Issued
- 1 Package SD Farm Wind License Issued
- 54 Video Lottery Licenses Issued
- Special Beer/Liquor Licenses Issued
- Prepare weekly City Council Agendas & Minutes and twice monthly for Joint w/ County

Finance Division:

- 2 TIF Districts Helped Create (#25 & #26)
- Increased interest revenue from \$46,732 in 2015 to \$69,798 in 2016 YTD
- Assisted with Sales Tax Refund Program for Commercial Construction
- Issuance of 2016 Library Bonds: Taxable and Non-Taxable

Computer Department:

- Provided 45 new and replacement computers for all city departments
- Assisted in maintenance and enhancement of City Hall security system
- Completed security improvements on network, including performing vulnerability and external penetration testing

RECREATION AND CULTURE:

Library:

- 10,253 registered library patrons checked out or used over 140,000 print items, 70,000 audio visual items, 22,000 e-resources. Laptop and desktop computers were used over 17,000 times in 2016 by library patrons.



- The Library staff has continued to advance a plan for the future of technology in the library with the input of the technology advisory group and the library technology staff person.
- Library Staff has been evaluating and weeding the Library collection of materials in order to prepare for moving to the new library building.
- Library Staff members have participated in over 100 workshops, webinars and classes this year in all areas of library training. Areas of training included; disaster preparedness, responding to security incidents, dealing with patron issues, programming, technology, supervision, reader's advisory, leadership, reference services and much more.
- Library staff continued to work with architects, construction company staff, the Library Board of Directors, and City Officials to develop and construct a new public library, while maintaining the integrity of the current library building for use by the public.

Aberdeen Parks, Recreation & Forestry Department:

Director:

- Coordinated completion of Community Needs Assessment to evaluate current recreation programs and facilities which are made available to the community.
- Coordinated efforts with the Aberdeen Softball Association to complete a naming rights analysis associated with improving softball facilities.
- Coordinated efforts with the Sertoma Club to continue implementation of the Storybook Land Master plan by replacing 600 feet of sidewalk and preparing preliminary design plans to install a shade structure in the castle.
- Completed Recreation Trail Program (RTP) grant for trail restoration from North 5th Street to Olive Drive. The grant was approved and the 2650-foot-long trail will be improved in 2017 at an estimated cost of \$89,000 with the grant funding in the amount of \$71,200.
- Coordinated completion of an RTP grant for trail restoration from Olive Drive to Wylie Park. The 2600-foot-long trail was completed in July at a cost of \$84,927 with grant funds in the amount of \$62,967.



- Completed funding request to the Wellmark Foundation for a grant in the amount of \$25,000 to assist in funding new playground equipment at the 12th Street Park. The grant was approved and the new playground was completed in September.
- Completed grant application to the South Dakota Department of Transportation (SDDOT) for trail development along 15th Avenue between North Dakota Street and North 2nd Street. The grant request is currently under consideration.

Parks Division:

- Completed installation of a new playground equipment at the 12th Street Park.
- Completed installation of new slides at Easton and Roosevelt Parks.
- Completed installation of new diggers and spring animals at Manor Park.
- Completed installation of agrilime infield at ballfield at 12th Street Park.
- Completed installation of Fibar Safety Surfacing at Easton Park.
- Completed installation of new trail along Roosevelt Street.
- Completed installation of new drain with the Lee Park Shop.
- Completed the resurfacing of basketball courts at Melgaard and Wylie Park.
- Completed the installation of security lights in the north half of Central Park.
- Completed restoration of trail between Olive Drive and Wylie Park.

Wylie Park:

- Completed the replacement of sand with Fibar Safety Surfacing in various playgrounds in the Park.
- Completed installation of new hardware on the HAGS play unit.
- Completed replacement of 600 feet of sidewalk in Storybook Land.
- Completed construction of sidewalk in the northwest picnic area to assist with access to the shelters.

Mosquito Control:

- Completed work functions to control Mosquito Populations within the City and monitor West Nile activity in the community.
- Staffed a booth at Brown County Fair and National Night Out.



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

Lee Park Golf Course:

- Edged bunkers and added 30 tons of new bunker sand.
- Deep tined greens and incorporated 60 tons of topdressing sand.
- Improved several ends of cart paths (6,10,13,14,18) by edging and adding agri lime material.
- Added new benches on 10 and 16 tee boxes.
- In cooperation with the Forestry Division, we removed 30 declining trees and a number a new trees were planted throughout the golf course.
- Added new pump to transfer water to and from the number 13 & 18 ponds.

Forestry Division:

- Planted and maintained over 900 trees throughout public property in Aberdeen which includes boulevards, park areas, trail areas, tree nurseries, municipal cemetery and golf course.
- Rented out 187 community garden plots which includes monitoring for weed issues, maintaining refuse piles and spring and fall tilling.
- Forestry division removed over 70 trees due to Dutch Elm disease or due to trees being in poor condition or dead. Completed the pruning of 50 trees at homeowners' request and over 1,000 boulevard trees were trimmed in zone 7 of the chip sealing schedule.
- The Kuhnert Arboretum continues to be a focus of development. Planting trees, installing and maintaining tree signage and assisting the rosarian group with their rose bed areas. Planning for new parking lot development and children's area addition for 2017.
- Applied for and received grant from the South Dakota Division of State Forestry funding in the amount of \$2,500 for educational signage at the Kuhnert Arboretum.

Riverside Cemetery:

- Cemetery staff handled 66 interments from January through October. There were 37 traditional, casketed interments, 27 cremation interments, and 2 infant interments.
- Replaced 74 block number posts in Riverside Cemetery.



- Reset six upright monuments from the early 1900's that had tipped at some point in the past years.
- Installed new entrance signage at Riverside Cemetery and Riverside Memorial Park.
- Completed a survey of Block E in Memorial Park and developed a new map of open grave space with the help from the Engineering Department.
- Planted and maintained 20 new trees throughout the grounds. We dedicated many hours to maintaining and watering the roughly 140 trees that have been planted over the past three summers due to dry conditions.
- Worked with numerous families throughout the year and sold 78 spaces; 34 in Riverside Cemetery and 44 in Memorial Park.

Recreation Division:

- The Aberdeen Aquatic Center offered swimming lessons for 728 participants and had total daily attendance of 59,166 with gross revenues totaling \$387,475.92.
- Provided the Adult Flag Football League with 5 teams and 35 participants as well as a kickball league and disc golf league.
- 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 37 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 4,000 in attendance, Winterfest with over 3,000 participants and Holiday Celebration.
- Provided Adult Volleyball Program with 155 teams and 930 individual participants. Provided 4-on-4 Spring Volleyball League with 16 teams participating and conducted 4-on-4 volleyball tournament with 16 teams participating.
- Provided Women's Basketball League with 7 teams and 84 individuals participating.
- Provided youth and adult tournaments including the CC Lee with over 50 participants. Hub City Open with nearly 40 and nearly 40 participants in the



Youth Closed tournaments and tennis special events including Family and Youth Tennis Carnivals and Draw Your Partner Doubles nights.

- Provided Historic Walking tours of Main Street, Highlands and Hagerty & Lloyd with over 60 people who attended.
- Provided Youth Bowling lessons for over 30 youth.
- Assisted with Aberdeen hosting the South Dakota State Senior Games held on August 25-28 with over 570 participants competing in over 1280 events.
- Provided a variety of special events such as the City Track Meet, Melgaard Fun Runs, Youth Fishing contest, Twins Bus Trip, 3-on-3 Basketball Tournament and Storybook Land Festival with over 5,000 in attendance.

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 nearly 800 enrolled in 100 weekly classes during the school year.
- Provided programming in Storybook Land in June and July including Storybook Land activities twice weekly, Storybook Land Theatre 3 times weekly and the annual Storybook Land Festival.
- Provided ARCC Gallery art shows throughout the year.
- Provided ARCC Visual Arts School throughout the school year to upper elementary and middle school students.
- Provided Discovery, Pre-Discovery, Wee Discovery and Middle School classes in the arts for students ages 3 through grade 8 during June and July.
- Provided computer classes and training in the ARCC computer lab.
- Provided programming at the Washington Street Gym that included Tot Gym, Senior Women's Morning Exercise and walking program.
- Provided the Washington Street Gym for adult sports league play, local school district use, and community use.
- Provided the Aberdeen Civic Arena for community use including special events, concerts and athletic uses.
- Provided the Aberdeen Civic Arena to host District Basketball and Volleyball tournaments.
- Install Air Conditioning in the Aberdeen Civic Theatre to provide a better experience for the citizens of Aberdeen.
- Provide the ARCC Complex to host the Region IV Music Contest.



- Provided facilities to host the South Dakota Mosquito Conference in October.

Aberdeen Area Senior Center:

- The 2016 membership year ended with a record number of 812 members with another approximately 75 members from the communities of Groton, Columbia and Frederick. 2016 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 coming 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 1,000 local seniors at a time on one occasion.
- The Center received a grant of \$500 from Northwestern Energy to help pay for a Zumba and Yoga instructor.
- Working with 3M and their retiree match program. We should have at least 6 retirees who will be able to apply for a \$250 grant for the Senior Center.
- A new director was hired to replace Shari Phillips who retired on April 28th.
- An Activities Director was hired in February. This should enhance the number of activities that can be held at the Senior Center.
- The Meals on Wheels program increased client numbers slightly over the previous year. Jackie Whitlock has 10 new volunteers assisting with deliveries.
- The Aberdeen Area Senior Center was the host for the 2016 South Dakota Senior Games registration held in Aberdeen August 24-29. Anderson Park was the site for a picnic for all participants on August 26 & 27. There were about 1,200 people who came to the Senior Center during those days.
- Contacted Professional Marketing and Mailing to process the newsletter. The Borns Group will pick up the newsletter and mail for us. This saves time and money for the Director from hauling all those newsletters to the Post Office and having to pre-sort the mail by zip codes.
- In October a new event was held (Octoberfest/German Pot Luck) and there were 93 people in attendance.
- All the financials for the Senior Center are being handled under the City.
- All the employees of the Senior Center are now employees of the City.
- Mrs. Whitlock worked with Thrivent Financial and the Dakota Sunshine Singer members to that they could receive \$750 to purchase shirts for their performances.



PUBLIC WORKS & ENGINEERING:

- Completed plans, specifications, bidding and construction of 3rd Ave SE from Illinois St to Lafayette St, which involved a white top overlay.
- Completed plans, specification, and bidding for the Moccasin Creek Enhancement project.
- Completed Construction of approximately 3000 LF of sanitary sewer pipe lining.
- Completed total reconstruction of ½ mile of 8th Ave NW to include right turn lane and signal modification. The driving surface went from asphalt to concrete.
- Completed modification of the signal system at the intersection of S Roosevelt and Melgaard Rd.
- The Street Department completed approximately 240 Blocks of the patch and seal program.
- Completed asphalt overlay of 8th Ave NE from East of Boyd St to just East of Roosevelt St.
- Completed Mill and Overlay on N Main St from 6th Ave N to 8th Ave N and on South Lawson from 6th Ave S to 12th Ave S.
- Completed construction with landscaping of the parking lots North of the Civic Arena.
- The Pipe Department completed replacing approximately 1 mile of water main.
- Installed Storm Sewer pipe and junction boxes for the Storm Sewer modification on the N Boyd St Drainage Project.
- Completed plans, specification and bidding for a holding pond and drainage structure for the N Boyd St Drainage project.
- Completed installation of storm sewer pipe for the East Industrial Park Drainage system.
- Redesigned and constructed a new lift station near the Ramkota.



GENERAL GOVERNMENT:

Human Resources:

	2010	2011	2012	2013	2014	2015	YTD
Employee (full-time) openings	26	15	19	28	41	37	29
Number of applications processed	755	472	473	510	326	441	410
Number of full-time interviews	92	52	110	130	119	118	95
Number of W-2's produced	725	707	709	734	722	740	785+
Number of checks produced (first pay period in July)	580	579	571	587	578	571	613
Number of checks produced (first pay period in Dec.)	380	386	386	398	398	409	n/a
Number of checks produced annually	11,131	11,219	11,905	11,376	11,451	10,558	10,532
Workers' Compensation claims processed	62	64	63	78	47	53	47
Liability Claims processed	33	38	21	25	30	31	32
Flu Shots	180	191	162	168	193	182	188

- Supply AED's to all Departments and provide adequate training to all Departments.
- Negotiate and sign a two year contract with both established Unions – Police and Fire.
- After notice from our current insurance carrier, DakotaCare, of limiting services to our employees, sought out and negotiated a new contract with Wellmark Blue Cross Blue Shield so our employees would not have to be limited to what medical facility they had to go to.
- Successfully assisted the Fire Department to establish an Emergency Medical Technician Program.
- Coordinated the Condrey Classification and Compensation Study including the rewrite of all job descriptions.
- Created an RFP to obtain information from other agencies in regards to a Major Medical Health Insurance Plan.

City Attorney:

- Municipal Ordinance revisions adopted by the Council:
 - Annual City Fee Schedule for police support
 - Bow & Arrow
 - Chicken
 - Day Care
 - Drones – Developed signs



Emergency Snow Route Designation updated
Private Ambulance Service
Sales and Use Tax Refund
Solid Waste – Developed Notices and stickers

- Adopted City Patron Conduct Policy
- Union CBAs:
 - Successful negotiations to extend FOP Lodge #4 Labor Council Agreement
 - Successful negotiations to extend Fire Employees Union Contract
- Police:
 - General:
 - Formulated APD video policy
 - Records Request:
 - Created stipulation and protective order for APD records requests
 - Firearms:
 - Refined return policy with Property Custodian and Brown County Mental Health Board
 - Developed Application for Return pleading
 - Animal Control:
 - Extensive drafting of animal foster care ordinance requested by Brown County Pet Rescue League
- Fire & Rescue:
 - Revised and renewed County-Wide Ambulance Service Agreement
- Aberdeen City Code:
 - Extensive reorganization of digital files for real-time supplementation of City Code
 - Posted Aberdeen City Code PDF to City website and to department heads
- Franchise Renewals:
 - Natural Gas
 - Negotiated renewal with NorthWestern Energy
 - Ordinance approved October 2016
 - Cable TV
 - Retained and am working with Moss & Barnett to assist in renewal of Cable Franchise Ordinance



- Economic Development:
 - Drafted Resolution for Council to make urban renewal designation
 - Drafted Resolution for County to adopt discretionary formula for Aberdeen Commercial Historic District
- City Council:
 - Vacancy – Assisted with filling of council vacancy
- WEB Water:
 - Researched potential for service area agreement and release with WEB to resolve jurisdictional questions
- Water Reclamation Plant
 - New Angus
 - Multiple enforcement actions and meetings with New Angus officials
 - Assisted Superintendent and Pretreatment Coordinator with discharge permit issues
- Aberdeen-Brown County Regional Railroad Authority
 - Updated file and completed all U.S. surveys
 - Established financial procedures for ABCRRA
- TIFs:
 - Assisted developers with creation of TIFs 25 and 26, and amended project plan
 - Drafted Development Agreements and Resolutions for TIFs 25 and 26
- Registered City and Fire & Rescue logos with SD Secretary of State

AIRPORT:

Construction Projects:

- The Airport completed our largest project to date in the last two decades (based on \$). The Runway 17/35 Project included the following:
 - Approximately \$6.75 Million dollar project completed with \$337,500 invested by the City of Aberdeen (Final punch list items still being completed and costs calculated).



- Runway 17/35 received an all new surface with the last re-surfacing having been completed in 1996.
- There were no airline flight cancellations or major delays during the project attributed to the runway and associated taxiway closures.
- The project was completed ahead of schedule and under budget.
- The Airport completed both phases of the Wetland Mitigation and Storm Water Improvement Projects.
- Ride Line completed painting all offices open to the public. The project was completed with assistance from the United Way and the NSU through their community Day of Champions Program.
- Ride Line completed installation of new flooring in all offices open to the public. The project was completed with assistance from the United Way and Staff from the local 3M Facility.

Passenger and Fueling Statistics:

- 2016 Airline Passenger Traffic is expected to slightly decrease from 2015 levels (currently down 1-2% YTD). If this holds true, 2016 will be slightly below our 2014 passengers served (54,808; highest year between 2005-2014).
- General Aviation Fuel Deliveries are expected to grow approximately 7% over 2015.
- Total Fuel Deliveries are expected to grow approximately 6% over 2015 statistics.
- Total Ride Line Passenger Traffic anticipated to exceed 70,000, a decrease of approximately 4% from 2015 numbers

Safety:

- Our annual safety inspection in May 2016 resulted in one discrepancy. This is the second consecutive year with only one discrepancy noted.

Personnel:

- The Airport had turnover of only one full-time position. This is the lowest annual total in 5+ years. This is a significant cost savings because of the



high hours of training required for a new Operations and Maintenance Specialist.

PLANNING & ZONING:

- 75 Plats (52 within City limits and 23 within the 3 mile jurisdictional limit).
- 1 Preliminary Plat (3 mile jurisdictional limit).
- 35 Petitions to Rezone (23 within City limits and 8 within the 3 mile jurisdictional limit).

- 13 Petitions to Vacate Public Right-of-Way – 346,815.25 square feet or 7.962 acres vacated.
(One of the petitions to vacate right-of-way was denied by the City Council).
- 6 Special Requests to the Planning Commission for Various Construction Projects in the Neighborhood Commercial District, Industrial Park District and the Aberdeen Commercial Historic District.
- 4 Tax Increment Finance Districts Submitted and Approved (TIF 25 and 26 – TIF 25 was submitted three times).
- 183 Sign Permits (Thru Nov. 30th).
- 266 Variance Requests.
- 49 Special Exception Requests (including Daycare operations).
- 60 Appeal Requests.
- 4 Annexations (83.286 acres).
- Updated the interactive map portal page on the City web site.

Building Inspection:

- 82 Single Family Home Building Permits – Valuation \$4,856,333.83 (Thru Nov. 18th).
- 1 Multi-family Building Permit – Total of 40 New Units (Senior Housing) – Valuation \$3,700,000.00 (Thru Nov. 18th).
- 1,530 Total Building Permits Issued – Valuation \$42,326,168.39 (Thru Oct. 31st).



(Inspections are necessary and completed on 98% of all building permits issued).

- 104 Plumbing Permits (Thru Nov. 30th).
- 6 Inspections of New Daycare Operations (Thru Nov. 30th).
- 4 Complaints Filed with the Residential Contractor Board (Thru Nov. 30th).

Code Enforcement:

- 1,540 Code Enforcement Cases Opened - Average of 6 new cases per working day (Thru Oct. 31st).
- 97 Code Enforcement Abatements – Grass, Snow, Junk (Thru Oct. 31st).
- 15 Code Enforcement Demolitions – houses, accessory structures, mobile homes - 2 more structures awaiting demolition (Thru Oct. 31st).

Health:

- 255 Total Health Inspections
- 166 Health Inspections for liquor/beer/wine licenses (This number does not include re-inspections after a failure or failures to comply) (Thru Nov. 30th).
- 6 Inspections for Bed Bug Infestations (Thru Nov. 30th).
- 2 Inspections for Cockroach Infestations (Thru Nov. 30th).
- 2 Inspections for Flea Infestations (Thru Nov. 30th).
- 10 Inspections for “Other” Bug Infestations (Thru Nov. 30th).
- 4 Inspections for Mold (Thru Nov. 30th).
- 24 Inspections for Unsanitary Living Conditions (Thru Nov. 30th).
- 17 Inspections for Lack of Heat in a Rental Unit (Thru Nov. 30th).
- 25 Inspections for Lack of Water in a Rental Unit (Thru Nov. 30th).

City Manager:

- Drafted the “ RFP” to solicit quotes to redesign and upgrade the city website. The city website is now mobile friendly as well as the portals running off the city website. Served as the primary contact individual during the redesign process. Arranged for continuing education to all city departments concerning the utilization and administration of the website.



- Applied for a library parking variance and appeared before the board of appeals hearing to request a parking variance.
- Worked with the Downtown Assn and provided recommendation to accommodate downtown parking changes due to the construction of the new library.
- Initiated meetings with Development Corporation and County Officials to seek support for discretionary formula changes for structures within the Commercial Historic District.
- Composed bi-monthly news articles for the Chamber Progress Magazine.
- Initiated changes within the Solid Waste Ordinance to improve best practices.
- Expanded the asphalt overlay projects for 2016 to include 8th Ave. N.E. after recognizing earlier direct dollar bid savings from a majority of the larger capital outlay projects.
- Assembled billboard ordinance comparison data from the cities of Aberdeen, Sioux Falls and Rapid City.
- Initiated ordinance changes to clarify the use of bow and arrow for deer hunting with the city's one-mile jurisdiction. The ordinance change promotes deer management practices.
- Negotiated storage lease agreement within the old federal building.