



CITY OF ABERDEEN 2018 ACCOMPLISHMENTS

City of Aberdeen
123 South Lincoln Street
Aberdeen, South Dakota 57401
Lynn Lander, City Manager



CITY OF ABERDEEN

2018 SUMMARY OF SIGNIFICANT ACCOMPLISHMENTS

ABERDEEN FIRE & RESCUE **Randy Meister, Fire Chief**

- Developed and created the Director of Training position. Keith Sharisky was hired for this position. Keith implemented an in-house National Registered Emergency Medical Technician program. The first students passed in the upper ninetieth percentile. These students are currently enrolled in the National Registered paramedic Program with us and the South Dakota School of EMS and expected to graduate July 2019. Keith has been working with Northern State University, Presentation College and the community to provide EMT courses.
- The Department Standard Operating Guidelines (SOG's) were reviewed and updated reflect current standards and practices. These will be implemented January 1, 2019.
- Through the Department of Labor, Aberdeen Fire Rescue received \$20,000 contract for the Apprentice Program which targets our new Paramedic Program and \$10,000 contract for pre-apprentice which targets our new EMT Program. These funds will be used to offset wages for the programs beginning in 2019. Beginning in 2019, an On-the-job training program will be implemented that will allow us to hire new hires, with no experience, and be reimbursed for the ½ of their wages up to 6 months of department basic required training.
- The Blue Card Incident Management training was conducted in the spring to all officers on the department. This training is being used on every emergency call our department responds too. This training was very beneficial to get all officers to operate the same way.



ABERDEEN POLICE DEPARTMENT

David McNeil, Chief of Police

- Hire staff for the positions available on the department. In 2018 we had several people leave the department for various reasons. We hired several new staff members who were trained and graduated from the state training center. One of our administrative secretaries retired and we hired a person for this position. We are currently completing the background and hiring process for several individuals. If all goes well we will have all positions filled at the end of December. We are in the process of selecting an officer to fill the school resource officer position which was granted for 2019. The officer will start at Simmons middle school in January 2019.
- Recruit individuals for a new police reserve class. Two individuals have applied and are being vetted for the position.
- Recruit individuals for a new police explorer class. Officers attended several career fair events and other community events to recruit for the program. Eighteen youth were interviewed for the program and are in the process of being vetted for the program.
- In 2018 officers from our department continued the security assessment community policing program and we also instructed the A.L.I.C.E. – Alert, Lockdown, Inform, Counter, and Evacuate - training for active shooting situations to the community.

These organizations received these programs:

A full scale active shooter exercise at the Avera OSS

Security Assessments Conducted in 2018:

1. Landmark Gospel Church 01-11-18
2. Super 8 Motels 02-08-16
3. Calvary Baptist Church 03-08-18
4. Private Residence Ashwood Dr. 03-29-18
5. North Star Energy 06-27-18
6. Reunion Student Loan Finance Corporation 06-27-18



7. St. Luke's Hospital 09-25-18
8. Dakota Bank Downtown 10-11-18

ALICE Training Conducted in 2018

1. Zion Lutheran Church 01-27-18
 2. American News 02-08-18
 3. Frederick School 03-02-18
 4. WEB Water 03-22-18
 5. PC college 4-12-18 (Active Shooter Drill)
 6. KO Lee Public Library 05-17-18 (Full time staff)
 7. NSU Gerber Hall (Student consolors) 06-05-18
 8. Simmons Middle School District Office Administrators 06-06-18
 9. KO Lee Public Library (Part time Staff) 06-08-18
 10. Central High School 08-20-18
 11. Holgate Middle School 08-20-18
 12. OM Tiffany 08-20-18
 13. CC Lee and Mike Miller 08-20-18
 14. Simmons Middle 08-21-18
 15. Simmons Elementary 08-21-18
 16. Lincoln Elementary 08-21-18
 17. May Overby 08-21-18
 18. United Blood Bank 08-23-18
 19. Head Start 09-21-18
 20. Aberdeen School District Office Staff 10-05-18
 21. NSU (Barnet Center, Lincoln Hall, Tech Center) 11-06-18
 22. NSU (Krikac building, business office) 11-13-18
 23. NSU (Gerber Hall and Dakota Hall) 11-19-18
 24. Central High School Parent Presentation, "What is ALICE" (11-20-18)
- In 2018 we held several community events to include Coffee with a cop events, National Night out, bicycle safety events, and events designed to welcome and build relationships with the diverse cultural groups in our community. Numerous educational presentations were made in the



community by staff relating to safety, security, drug awareness, internet safety, and more.

- In 2018 we responded to four emergency situations which required a full response from the special response group. These situations involved emotionally disturbed individuals, weapons, and criminal activity. The locations were on Melgaard road, North Main St, Claremont, and Redfield. The Redfield incident involved a man with a firearm taking a child hostage in the hospital in Redfield SD. The members of the special response team did an incredible job responding to these incidents and resolving them without the loss of life.
- In 2018 the department responded to the Aberdeen Sanford hospital for the report of an active shooter. It is was reported three shots had been fired. Officers arrived at the hospital within about two minutes. The suspect was located quickly and taken into custody without further incident. It was determined the suspect had slammed an object against a door causing what hospital staff believed to be gunshots. The response was a full scale response from the department. The department received praise from the Sanford Health organization for its actions, response, and handling of the media with a press conference.

ABERDEEN REGIONAL AIRPORT

Rich Krokell, Transportation Manager

- Began Wildlife Hazard Analysis and Wildlife Hazard Mitigation Planning.
- Installed a new passenger boarding bridge replacement project.
- Updated new Hangar Leases with new rental rate.
- Started the pre-planning of the Taxiway C replacement and new Taxiway Connector across Runway 13/31.
- Two promotions within the department: Transportation Director and Operations and Maintenance Manager.

ABERDEEN RIDE LINE:

- Total 2018 Ride Line Passenger Traffic was 74,834.



- We had one of our Dispatchers named as South Dakota's Outstanding Support Staff. The Ride Line Manager was elected to the Dakota Transit Association Board of Directors, is on the Board of the South Dakota Transit Providers and became a Certified Instructor for PASS (Passenger Assistance Safety and Sensitivity) Training.

PLANNING & ZONING, BUILDING INSPECTION, CODE ENFORCEMENT, & HEALTH **Brett Bill, Planning & Zoning Director**

- Completed the Comprehensive Plan (Growth Plan).
- Completed and Adopted the 2018 Housing Study Update.
- Reviewed and approved 53 plats (42 within City limits and 11 within the 3 mile jurisdictional limit).
- Processed 18 Petitions to Rezone (11 within City limits and 7 within the 3 mile jurisdictional limit).
- Completed process for 4 Petitions to Vacate Public Right-of-Way (75,674 square feet or 1.737 acres vacated).
- Processed 8 Special Requests to the Planning Commission for Various Construction Projects in the Neighborhood Commercial District, Industrial Park District and the Aberdeen Commercial Historic District.
- Approved for adoption 2 Tax Increment Finance Districts (TIFS 28 and 29).
- **(87 Total Planning Commission Items)**
- Processed 195 Variance Requests
- Processed 42 Special Exception Requests (Including Daycare operations)
- Processed 61 Appeal Requests
- **(298 Total Board of Zoning Adjustment Items)**
- Supported 6 Annexations (258.59 acres)
- Processed 181 Sign Permits (Through November 30th)
- Continuous updating of the interactive map portal page on the City website
- Updated Building Permit Database with data from Board of Zoning Adjustment meetings.



BUILDING INSPECTION:

- Issued 52 Single Family Home Building Permits-Valuation \$3,775,836.89 (Through November 30)
- Issued 1 Multi-family Building Permit-2 Buildings for a Total of 16 New Units—Valuation (950,000 (Through November 30th)
- Issued 1301 Total Building Permits—Valuation \$118,541,423.78 (Through November 30th) Inspections are necessary and completed on 98% of all building permits issued.
- Issued 20 Plumbing Permits (Through November 30th)
- Completed 6 Inspections of New or Relocated Daycare operations (Through November 30th)
- Reviewed 1 filed complaint with the Residential Contractor Board (Through November 30th)

CODE ENFORCEMENT:

- Opened 1873 Code Enforcement Cases-Average of 7 new cases per working day (Through November 30th)
- Processed 134 Nuisance Abatements-Grass/Weeks, Snow, Junk (Through November 30th)
- Issued 20 Structure Demolitions-houses, accessory structures, mobile homes and commercial/industrial structures-3 more structures pending demolition (Through November 30th)

HEALTH:

- Completed 182 Health Inspections for liquor/beer/wine licenses (This number includes re-inspections after a failure or failures to comply) (Through November 30th)
- Completed 5 Inspections for Bed Bug Infestations (Through November 30th)
- Completed 4 Inspections for Cockroach Infestations (Through November 30th)
- Completed 2 Inspections for Flea Infestations (Through November 30th)
- Completed 18 Inspections for “Other” Bug Infestations (Through November 30th)
- Completed 2 Inspections for Mold (Through November 30th)
- Completed 24 Inspections for Unsanitary Living Conditions (Through November 30th)



- Completed 12 Inspections for Lack of Heat in a Rental Unit (Through November 30th)
- Completed 16 Inspections for Lack of Water in a Rental Unit (Through November 30th)
- **(265 Total Health Inspections) (Through November 30th)**

HUMAN RESOURCES

Jill Mohr, Human Resource Director

- Employed 20 to 25 new hires since June 4, 2018 through November 9, 2018
- Assisted with the creation and implementation of the Paramedic Training Reimbursement form payback built on years of service put in (6)
- Researched Electronic Timecard Systems
- Reviewed & Revised Parks & Recreation application
- Participated in weekly Library Committee to make Sunday hours available
- Coordinated Fire and Police 2018 High School Career Expo

WATER TREATMENT PLANT

Bob Braun, Water Treatment Superintendent

- Replaced Transfer pump #2 with a more efficient higher capacity pump.
- Was able to run plant with minimal filter aid polymer usage.
- Began a plan to address current and future water sources.
- Sealed floor joints in chemical storage area of new building and removed scale buildup on SCU weirs.
- Replaced chlorine and pH meters to improve accuracy, reliability and reduce cost.
- Minimal taste and odor complaints were received.



ABERDEEN PARKS, RECREATION & FORESTRY DEPARTMENT

Doug Johnson, Director

- A grant for the Recreational Trail Master Plan in the amount of \$100,000 was approved to complete this study.
- A new themed playground area in the Land of Oz and funding in the amount of \$50,000 was approved for the project and the Sertoma Club agreed to provide an additional \$50,000 for the project.
- Submitted a grant application to assist in offsetting expenses to install a 1270' long trail in the Kuhnert Arboretum and \$95,800 was approved for the project which will be constructed in 2019.
- Coordinated efforts with the Sertoma Club to add two new rides in Storybook Land.
- Coordinated efforts in the Wylie Park campground to add one large camping cabin and two medium size camping cabins. The three cabins were constructed by the students of the ATEC center.
- Coordinated the installation of the Wifi internet services in the Wylie Park campground.
- Coordinated efforts to upgrade the campground reservation software to allow for online reservations beginning with the 2019 camping season.

PARKS DIVISION:

- Completed installation of new trail along 15th Ave NE from Roosevelt Street to NE trail.
- Completed installation of new sidewalk at 12th Street park.
- Completed installation of Playground Pieces at Central and Frontier Park.
- Completed work on the first season of the Hot Shot wood league baseball team.
- Completed work on leveling and sodding of the infield at Fossum Field to remove ridges along and infield.
- Completed work on installation of a new dog park in the nature area.

WYLIE PARK:

- Completed the hiring of new Concession Manager for Wylie Park concessions.
- Completed the renovation of railroad tracks for the Storybook Land Express.



- Completed installation of two new rides within SBL (Rio Grande Train, Tea Cup).

MOSQUITO CONTROL:

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

FORESTRY DIVISION:

- Planted and maintained over 570 trees throughout public property in Aberdeen which includes boulevards, park areas, trail areas, tree nurseries, municipal cemetery and golf course.
- Rented out 170 community garden plots which includes monitoring for weed issues, maintaining refuse piles and spring and fall tilling.
- Forestry division removed over 150 trees that were in poor or dead condition. Many were Ash trees. Completed the pruning of 50 trees at homeowner's request and over 1000 boulevard trees were trimmed in zone 2 of the 2018 chip sealing schedule.
- Placed Christmas lights on trees at Nicollet Park and Central Park. Approximately 20,000 bulbs total.
- Completed the paving of a new parking area in the Kuhnert Arboretum.
- Installed a new water main line from Melgaard Road, 1,000 feet into the Kuhnert Arboretum for future irrigation and other water needs.

LEE PARK GOLF COURSE:

- 20 plus trees were removed by Forestry and Golf Division that were either declining, impacting playability, and turf quality. Trees on hold 1, 3, 5, 6, 9, and 15 specifically.
- Clubhouse was improved with new tile, lighting, paint, and window treatments.

RIVERSIDE CEMETERY:

- Cemetery staff handled 64 interments through November 26, 2018. This included 24 traditional casketed interments, 39 cremains interments, and our annual baby service for Avera St. Luke's Hospital.
- Upgraded cemetery maps utilizing Pontem Cemetery Management Software.
- Replaced 200 feet of water line and added 5 water hydrants.
- Maintained the south, west, and east "Welcome to Aberdeen" signs and landscaping.



RECREATION DIVISION:

- The Aberdeen Aquatic Center offered swimming lessons for 716 participants and had total daily attendance of \$58,147 with gross revenues totaling \$390,000.
- Provided recreational open gym program using public schools and city gyms with over 3000 participants.
- Provided Adult Volleyball Program with 147 teams and 882 individual participants.
- Provided Youth Teeball, Peewee Ball, Baseball and Softball programs. Youth and Adult Tennis lessons and league programs.

ABERDEEN RECREATION AND CULTURAL CENTER (ARCC):

- Provided more than 270 different arts and cultural programs that were offered over 1600 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.
- Provided the weekly Aberdeen Municipal Band Concerts during June, July, and early August.
- Provided the Aberdeen Civic Arena to host District Basketball and Volleyball tournaments.

ABERDEEN AREA SENIOR CENTER:

- The 2018 membership year ended with 824 members from Aberdeen and approximately 75 members from the communities of Groton, Columbia, and Frederick. 2018 saw many new faces with 196 first time new members.
- The Senior Center received a grant from the United Way Foundation to help purchase a third NuStep machine for the exercise room. The grant was for \$6000.
- Laura Latt has done a wonderful job in the Activities Supervisor position. She started many new activities at the center. An Activity Passport Challenge was held which helped members to come out of their comfort zone and try new activities.
- The Meals on Wheels delivered 13,900 meals and Jackie Witlock has 12 new volunteers assisting with deliveries.
- Over 6 service groups donated time to help clean the Senior Center. Northern helped in April with the Day of Champions and then came in



October and did a fall clean. Presentation Soccer teams helped out and we also had Kohl's and Target employees come help clean.

- Updated our Emergency Evacuation Plan and had the evacuation route plans posted on all interior walls.

FINANCE DEPARTMENT

Karl Alberts, Finance Officer

TREASURER'S DIVISION:

- Over 121,275 Utility Bills Mailed & Collected totaling \$11,141,069 revenue
- Over 350 Water Shutoffs Processed
- Completed online bill pay addition to website.

AUDITOR'S DIVISION:

- 20,212 Invoices Processed
- 5,693 Checks Produced
- 30 Retail Liquor Licenses Issued
- 1 Full Service Restaurant License
- 13 Retail Wine Licenses Issued
- 61 Retail Beer Licenses Issued
- 24 Package Liquor Licenses Issued
- 6 Package Beer Licenses Issued
- 1 Package SD Farm Wine License Issued
- 50 Video Lottery Licenses Issued
- 55 Special Liquor Licenses Issued
- Prepare weekly city council agendas & minutes and twice monthly for Joint w/County

FINANCE DIVISION:

- 2017 Financial statements generated with 42 separate funds included
- Assist City Manager in compiling, balancing, and approving 2019 budget of \$65,233,820
- Helped create 3 Tax Increment Financing districts--#28, #29, and #30
- Increased interest revenue (\$46,732-2015; \$117,298-2016; \$191,641-2017; \$220,814-2018 YTD)



- Assisted departments with recognition and reporting of all federal and state grant awards
- Processed 5,582 credit/debit card transactions totaling \$498,651 and 41 on-line utility payments totaling \$3,330 as of 12/6/2018.

COMPUTER DEPARTMENT:

- Provided 55 new and replacement computers for all city departments
- Assisted in maintenance and enhancement of City Hall security system
- Began posting City Council meetings on YouTube for public viewing
- Completed security improvements on network, including performing email user education and testing

K.O. Lee Aberdeen Public Library

Shirley Arment, Library Director

- Library Staff has established the library as a civic focal point and resource hub for Aberdeen's communities and created a place where civic conversations can take place through programs, discussion groups, TED talks, and classes.
- The Library staff has provided new innovative and inspiring library programs that have engaged the adults and youth of our community. Below are some of the programs offered in 2018:
 - Facebook Basic: This class consisted of students learning the fundamentals of using Facebook.
 - Twitter & YouTube: Individuals learned how to create accounts, share, and connect with other users of Twitter.
 - Pinterest: Students learned how to create accounts, share, pin favorites and connect with other users of Pinterest.
 - Security Basics: Security 101, Passwords & Logins: Students learned how to stay safe online by protecting their personal information by understanding the importance of unique passwords and logins.
 - Scams & Viruses: Students learned how to safeguard themselves against phishing and tech support scam attacks, malware and viruses.



- Job Searches: Class for those who already have a resume or need to start from scratch, students learn how to use Microsoft Word to create a professional looking resume using basic and advanced formatting tools.
- Family Health Fairs: The library has held two Family Health Fairs this year. Topics included skin screenings with the Derma Scan, bicycle safety, summer first aid treating mosquito bites, sunburns, scrapes and the importance of hydration. Healthy snack demos, essential oil ideas.
- First Time Homebuyers Information Sessions: For those tired of renting who want to buy a home but not sure about their options. Presentations by: 1st Time Homebuyers Information, Home Mortgage Options, Homes are Possible, Inc. Opportunities, GrowSD Finance Options.
- Community Meet & Greet: This was held on August 25, 2018 at the library and the public was invited to attend and meet members of the Somalian community who live in Aberdeen and to experience their culture, a taste of their traditional food and drink and an opportunity to mingle and meet each other.
- Dallas Chief Eagle: He performed hoop dancing in November and is a recognized master of Lakota hoop dance and performed this traditional dance for this free family.
- Craft Mondays: Books and crafts come together in this exciting program for preschoolers, toddlers, and their caregivers. Staff will read a story and then everyone will enjoy a tie-in craft that you can take home! Art has been proven to be an essential component of early literacy, which will help prepare your child for the classroom as well as establish an early love of learning.
- Music Monday Story Time: Preschoolers will be introduced to the incredible world of music and books through stories, song, and activities.
- Teen Cooking Club (Grades: 6th-12th): This program is designed to teach teens the basics of cooking and it allows them to share their cooking experiences.



- Other new Children's programs included: A presentation of some of the animals housed at the Bramble Park Zoo in Watertown, SD, a ventriloquist, musical performances, storytellers, Lip Sync Battles, a new summer reading program format and a summer carnival.
- The Technology Librarian has provided technology classes and instruction that have helped to narrow the digital divide gap of our patrons and has helped to train the library staff to meet their individual and departmental technology goals.
- The Library staff has participated in several training programs/workshops that have helped them to provide for a better and safer experience for the library patrons. Some of the trainings completed include: active shooter training, working with homeless individuals, customer service excellence, working with patrons with disabilities, fundamentals of diversity and tools for creating inclusive environments, essential principles of intellectual freedom and the Library Bill of Rights and responding effectively to the 10 most frequent library security incidents.

WATER RECLAMATION PLANT

Peggi Badten, Superintendent

- For the year, we will have treated approximately 1.115 billion gallons of wastewater, removing approximately 96% of the solids and oxygen demanding pollutants and 99.7% of the ammonia. The biosolids application program applied nearly four million gallons (450 dry metric tons) of biosolids to 450 acres of farm ground.
- Issued wastewater discharge permit to Ag Processing.
- Continued public outreach regarding non-disbursable wipes and oil and grease.
- Completed internet service upgrade at Water Reclamation Facility.

CITY ATTORNEY

Ron Wager, City Attorney

- Negotiated Labor Council Agreement with F.O.P Lodge #4: Served as a



negotiations team member with the Human Resource Director to successfully negotiate the police union collective bargaining agreement for 2019 and 2020.

- Negotiated Fire Employees Union Contract: Served as a negotiations team member with the Human Resource Director to successfully negotiate a new collective bargaining agreement with Local 446 of the International Association of Fire Fighters for 2019 and 2020.
- Cable television franchise agreements: Helped negotiate successful adoption of cable television franchise agreements with Midcontinent Communications and Northern Valley Communications. The new franchise agreements expanded potential franchise fee revenues, enhanced subscriber protections, and included provision for public, education, and governmental fees and services.
- Board of Ethics: Steered the Board of Ethics through its first year of establishment.
- Brown County Regional Communications Center: Implemented resumption of meetings of the Communications Council.
- Airport issues: Significant work went into the following airport issues:
 1. Hangar Area Leases – All expired hangar area leases were renewed or termination notices sent out.
 2. FBO addendums – Worked closely with the FBOs to execute an addendum to each net ground lease to describe the leased premises and allocate rental amounts.
- Successfully steered the Aberdeen Brown County Regional Railroad Authority through the year including its annual meeting and completion of annual surveys.
- Worked closely with City officials and consultants in the identification of City water rights.
- Improved the Aberdeen Police Department procedure for the disposition of firearm return requests.



PUBLIC WORKS & ENGINEERING

Robin Bobzien, Public Works Director and City Engineer

- Completed reconstruction of Utilities and Surfacing for 8th Ave NW from Old highway 281 to Main St.
- Completed the reconstruction of surfacing for 3rd Ave SE from Roosevelt to Illinois
- Completed reconstruction of Traffic Signals on 2nd St & 3rd Ave SW
- Completed holding pond construction for the Rolling Hills pond project by finishing off drain tile, top soil, and drip irrigation for trees.
- Completed Mill and Overlay projects on 2nd Ave SE, 3rd Ave SE, 15th Ave NE, N State St, S Washington St, & 8th Ave NE are completed.
- Coordinated installation of RR crossing signals for State St and Dakota ST.
- Continued implementation of levee improvement projects in conjunction with Army Corps of Engineers SWIF guidelines.
- Continued public information efforts for Community Rating System & Flood Plain management.
- Coordinated consultant work on Railroad Quiet Zone process.
- Continued coordination of the Moccasin Creek Vegetation management project and continued to monitor ongoing activities for successful completion.
- Coordinated work with Northern State University to the improvements on 14th and 15th Ave SE.
- Street Department completed 240 blocks of the patch and seal program.
- Pipe Department completed in excess of 1 mile of water main, sanitary sewer and storm sewer.

CITY MANAGER, LYNN LANDER

- Facilitated the City of Aberdeen becoming an IPAWS (Integrated Public Alert & Warning System) user under the Department of Homeland Security. IPAWS will enable the City of Aberdeen to effectively and quickly communicate to the citizens and visitors in Aberdeen about emergency and hazardous situations in our community. These critical messages to the



public can be sent to cell phones, local tv, radio and satellite radio broadcast, and even to IPAWS compliant digital road signs simultaneously. IPAWS alerts can also be sent to specific geographic areas in Aberdeen by selecting the targeted area on a map.

- Recommended the appointment of Jill Mohr to the position of Human Resources Director to replace Al Ruhlman who retired earlier this year.
- Recommended the appointment of Rich Krokkel as Transportation Director to replace Cody Roggatz who resigned earlier this year.
- Worked with the appropriate city department heads on the Groundwater Supply Expansion project.
- Worked closely with the city attorney to market and finalize an acceptable sale of the old Alexander Mitchell Library building.
- Served as a member of the Trail Transportation Committee which set goals and objectives for future improvements.
- Worked with Marcus & Millichap Real Estate Investment Services to market for sale the old federal courthouse.