

## PROCEEDINGS OF THE STURGIS CITY COUNCIL

The Common Council of the City of Sturgis met in regular session starting at 6:02 p.m. on Monday, January 7, 2019 at the Erskine Building. Present: Mayor Mark Carstensen, Alderpersons Jason Anderson, Mike Bachand, Rhea Crane, Steve Keszler, Terry Keszler, David Martinson, Ronald Waterland and Beka Zerbst. Also present: City Manager Daniel Ainslie and City Attorney Greg Barnier. Absent: None.

Motion by Crane, second by Martinson and carried with all members present unanimously voting yes to approve the agenda.

Motion by Waterland, second by T. Keszler and carried with all members present unanimously voting yes to go into executive session for one legal case, three contracts and one personnel at 6:03 pm.

Motion by Bachand, second by Waterland to return to regular session at 6:35 pm.

Mayor Mark Carstensen led everyone in the Pledge of Allegiance.

### Informational Reports:

- MUB Board – 11/27/18 minutes
- Library Board – 12/05/18 minutes

### Announcements:

- Mayor Carstensen welcomed the new Chamber Executive Director, Veronica Grosek. The public is invited to a welcome reception on Tuesday, January 8th from 1-3pm at the Chamber.
- The City Election will be held on April 9, 2019 and petitions can be taken out starting January 25<sup>th</sup>.
- The next City Council meeting will be held on January 22, 2019.

### City Manager Ainslie reported:

- Payroll Changes – within budget:
  1. Fire Dept – Volunteer Fire Fighters – Corey Aga, Shawn Barrows, Shane Barrows, Todd Bartels, Craig Beaubien, Mark Bruch, Zweit Bruch, Roy Casteel, Shawn Fischer, Adam Grubl, Chris Grubl, Dan Grubl, Zach Hess, Cody Heupel, Mike Koch, Josh Kusser, Dravan Lensegrav, Scott Lensegrav, Dan Mayer, Ozzy McDaniel, Chris Meland, San Monahan, Micky Montanio, Andrew Nelson, Corey Nelson, Tom Nelson, Brad Olson, Scott Oyen, Parker Peterson, Jeff Potter, Tom Price, Ron Roth, Seth Schwartz, Warren Shaulis, Rachel Sirignano, Lee Stroschine, Derek Swain, Cindy Swenby, Tom Trigg, Pat Urbaniak, Tanner Urbaniak, Jarrod Vandewater, Clint Walker, Tanner Walz, Adam Weisz, Kalen Zook, Tristan Zook.– no wage.
  2. Police Dept – Police Reserves Volunteers – Dustin Barnes, Randy Brennick, Cory Dressler, Don Gibbs, Scott Hast, Ethan Harris, Clint Mitchell, Chad Moyers, Aaron Oberlander, Brian Owen, Joel Ortiz, Ethan Schlosser, Pat Urbaniak – no wage; Police VIPS Volunteers – Ken Grosch – no wage; Animal Shelter Volunteers – Sarah Belcher, Rachael Davis, Caitlyn Klosterman, Amy Johnson, Natalia McCauley, Ty and Lauri Ott\*, Nancy Smidt, Patti Tesky\* - (\*also fosters animals) – no wage.
  3. Library Dept – Volunteers – Ernie Miller, Dorothy Pulscher – no wage.

4. Recreation – Volunteers – Angela Ainslie, Daniel Ainslie – no wage.
5. Planning Commission, Parks Board, Forestry Committee, Library Board, Municipal Utility Board – Volunteers - no wage.

Motion by Bachand, second by Crane and carried with all members present unanimously voting yes to approve the following items on the consent calendar except for the removal of 1:

- a. Consideration of minutes from the December 17, 2018 regular council meeting.
- b. Consideration of an open container request for the Leprechaun Hunt on March 9, 2019.
- c. Consideration of a request for refund of a digging permit fee for Cable Communications Service.
- d. Consideration of setting a public hearing for January 22, 2019 for a Variance to side and rear setbacks and to hard surfacing off-street parking for Danny Lopez at 1304 Nellie St.
- e. Consideration of Professional Services Agreement(s) for Ambulance Service’s Medical Direction (2019).
- f. Consideration of setting a public hearing for January 22, 2019 for Retail on/off sale Wine license for BW Gas & Convenience Retail, LLC (Yesway #1193) at 2350 Lazelle Street.
- g. Consideration of Resolution 2019-01 – 2019 Salaries and Wages.

**RESOLUTION 2019-01**

WHEREAS, State Law required that salaries & wages of all City Officials and Employees be set by resolution of the Common Council each year,

WHEREAS, State Law requires the minimum wage to increase to \$9.10, now therefore,

BE IT RESOLVED by the Common Council of the City of Sturgis, that the salaries & wages of City Officials and Employees for the year 2019 shall be as follows:

FUND	LAST NAME	FIRST NAME	JOB TITLE	STATUS	DATE HIRE/PROM	YRS SERV	2019 WAGE	FREQUENCY	
AMBULANCE	BARROWS	SHAWN	EMT-B	PART TIME	1/1/2002	18	\$ 12.50	PER HOUR	*
AMBULANCE	BOERBOOM	JUSTIN	EMT-B	PART TIME	5/7/2016	3	\$ 12.00	PER HOUR	*
AMBULANCE	BRUCH	DONNI	EMR / DRIVER	PART TIME	7/2/2018	1	\$ 10.00	PER HOUR	*
AMBULANCE	CASTEEL	KERI	EMT-B	PART TIME	3/2/2015	4	\$ 12.00	PER HOUR	*
AMBULANCE	FISCHER	SHAWN	AMBULANCE DIRECTOR	FULL TIME	6/12/2010	9	\$ 2,645.69	PER PAY PERIOD	*
AMBULANCE	GRUBL	DANIEL	EMT-B	PART TIME	8/1/2007	12	\$ 12.50	PER HOUR	*
AMBULANCE	HALE	JAMES	CRITICAL CARE PARAMEDIC	PART TIME	2/17/2017	2	\$ 17.50	PER HOUR	*
AMBULANCE	HARVEY	THOMAS	PARAMEDIC	HALF TIME	2/16/2016	3	\$ 17.00	PER HOUR	*
AMBULANCE	HEUPEL	CODY	PARAMEDIC	HALF TIME	10/6/2014	5	\$ 17.00	PER HOUR	*
AMBULANCE	HEUPEL (BARTELS)	SAMANTHA	EMT-ADVANCED	PART TIME	5/18/2006	13	\$ 15.00	PER HOUR	*
AMBULANCE	HINTON	CHARLES	PARAMEDIC	PART TIME	8/23/2017	2	\$ 17.00	PER HOUR	*
AMBULANCE	HOBBS	RACHEL	PARAMEDIC	PART TIME	3/9/2014	5	\$ 17.00	PER HOUR	*
AMBULANCE	ISAACS	NELLIE	EMT-I AND BILLER	HALF TIME	5/3/2011	8	\$ 16.75	PER HOUR	*
AMBULANCE	KATZENSTEIN	LISA	EMT-B	FULL TIME	11/10/2008	11	\$ -	PER PAY PERIOD	*
AMBULANCE	KUSSER	JOSH	EMT-I	PART TIME	8/18/2014	5	\$ 15.25	PER HOUR	*
AMBULANCE	LENSEGRAV	SCOTT	EMT-B	PART TIME	8/1/2001	18	\$ 14.83	PER HOUR	*
AMBULANCE	MANOLOVITS	ALEXIES	PARAMEDIC	PART TIME	9/27/2017	2	\$ 17.00	PER HOUR	*
AMBULANCE	MATHIESON	SAWYER	EMT-B	PART TIME	5/30/2013	6	\$ 12.67	PER HOUR	*
AMBULANCE	MCCARTHY	DAVID	EMT-B	PART TIME	10/23/2005	14	\$ 12.25	PER HOUR	*
AMBULANCE	MCCOY	TAMMY	PARAMEDIC	HALF TIME	8/11/2014	5	\$ 17.00	PER HOUR	*
AMBULANCE	MILES	ADAM	PARAMEDIC	PART TIME	5/16/2014	5	\$ 17.00	PER HOUR	*

AMBULANCE	<b>MONTANIO</b>	MICKY	EMT-I	FULL TIME	9/9/2013	6	\$ 15.78	PER HOUR	*
AMBULANCE	<b>NELSON</b>	CORY	PARAMEDIC	PART TIME	12/2/2013	6	\$ 17.00	PER HOUR	*
AMBULANCE	<b>PETERSON</b>	PARKER	EMR / DRIVER	PART TIME	6/19/2014	5	\$ 10.00	PER HOUR	*
AMBULANCE	<b>PRICE</b>	THOMAS	CRITICAL CARE PARAMEDIC AND SUPERVISOR	PART TIME	6/23/2017	2	\$ 19.50	PER HOUR	*
AMBULANCE	<b>ROSSUM</b>	PAUL	PARAMEDIC	FULL TIME	5/19/2014	5	\$ 17.55	PER HOUR	*
AMBULANCE	<b>SABERS</b>	HOLLY	CRITICAL CARE PARAMEDIC	HALF TIME	5/9/2014	5	\$ 18.05	PER HOUR	*
AMBULANCE	<b>SCHULZ</b>	HALLI	PARAMEDIC AND BILLER	FULL TIME	4/28/2016	3	\$ 19.00	PER HOUR	*
AMBULANCE	<b>SCHULZ</b>	HEIDI	EMT-B	PART TIME	7/20/2016	3	\$ 12.00	PER HOUR	*
AMBULANCE	<b>SHAULIS</b>	JAMA	PARAMEDIC	PART TIME	3/29/2009	10	\$ 17.50	PER HOUR	*
AMBULANCE	<b>SHAULIS</b>	WARREN	CRITICAL CARE PARAMEDIC	PART TIME	10/16/2012	7	\$ 18.88	PER HOUR	*
AMBULANCE	<b>SISCOE</b>	DYLAN	EMT-B	PART TIME	7/22/2011	8	\$ 12.25	PER HOUR	* / **
AMBULANCE	<b>SPRING</b>	TALLINA	EMR / DRIVER	PART TIME	7/2/2018	1	\$ 10.00	PER HOUR	*
AMBULANCE	<b>STENSON</b>	KENT	EMT-ADVANCED	PART TIME	7/1/2002	17	\$ 14.75	PER HOUR	*
AMBULANCE	<b>STROSCHE</b>	LEE	EMT-B	HALF TIME	9/9/2013	6	\$ 12.93	PER HOUR	*
AMBULANCE	<b>TESCHER</b>	ANNA	EMT-B	PART TIME	5/6/2013	6	\$ 12.00	PER HOUR	*
AMBULANCE	<b>UPDIKE</b>	HANNAH	PARAMEDIC	PART TIME	7/12/2016	3	\$ 17.00	PER HOUR	*
AMBULANCE	<b>URBANIAK</b>	PAT	PARAMEDIC (ONCE TESTS & OFF ORIENTATION)	PART TIME	8/1/2002	17	\$ 17.00	PER HOUR	*
AMBULANCE	<b>URBANIAK</b>	PAT	EMT-I	PART TIME	8/1/2002	17	\$ 15.78	PER HOUR	*
AMBULANCE	<b>URBANIAK</b>	TANNER	PARAMEDIC	PART TIME	11/15/2016	3	\$ 17.00	PER HOUR	*
AMBULANCE	<b>WALKER</b>	CLINT	EMT-B	PART TIME	8/1/2012	7	\$ 12.00	PER HOUR	*
AMBULANCE	<b>WALKER</b>	COURTNEY	EMT-B	PART TIME	4/8/2017	2	\$ 12.00	PER HOUR	*
AMBULANCE	<b>WALZ</b>	TANNER	PARAMEDIC	PART TIME	6/17/2014	5	\$ 18.05	PER HOUR	*
AMBULANCE	<b>WOODS</b>	CHRISTOPHER	PARAMEDIC	PART TIME	9/5/2017	2	\$ 17.00	PER HOUR	*
AMBULANCE	<b>ZOOK</b>	KALEB	EMT-B	PART TIME	1/13/2014	5	\$ 12.25	PER HOUR	*
AMBULANCE / FIRE (50% EACH)	<b>LENSEGRAV</b>	SCOTT	MECHANIC	PART TIME	8/1/2001	18	\$ 14.83	PER HOUR	*
GENERAL (ADMIN SERVICES; LEGAL; CITY MANAGER; PLANNING & PERMITTING (25% EACH))	<b>MCKAY (EVEN)</b>	TAMERA	ADMINISTRATIVE AND LEGAL ASSISTANT	FULL TIME	7/19/2018	4	\$ 16.16	PER HOUR	*
GENERAL (ADMIN SERVICES)	<b>HOSCH</b>	ADAM	HUMAN RESOURCES SPECIALIST	FULL TIME	9/7/2015	4	\$ 16.98	PER HOUR	*
GENERAL (ADMIN SERVICES)	<b>KATZENSTEIN</b>	LISA	DIRECTOR, ADMIN SERVICES	FULL TIME	11/10/2008	11	\$ 2,858.74	PER PAY PERIOD	*
GENERAL (ADMIN SERVICES)	<b>STEELE</b>	CHRISTINA	PUBLIC INFORMATION OFFICER	FULL TIME	11/10/2008	11	\$ 21.64	PER HOUR	*
GENERAL (ATTORNEY - LEGAL)	<b>BARNIER</b>	GREG	CITY ATTORNEY	FULL TIME	11/9/2009	10	\$ 3,704.21	PER PAY PERIOD	*
GENERAL (BUILDINGS (60%) / STREETS (40%))	<b>PLAGGEMEYER</b>	MARTY	STREETS SUPERINTENDENT	FULL TIME	1/4/1993	27	\$ 2,428.85	PER PAY PERIOD	*
GENERAL (CEMETERY)	<b>RASCH</b>	JOHN	CEMETERY MAINTENANCE TECH	FULL TIME	4/1/1990	29	\$ 24.19	PER HOUR	
GENERAL (CEMETERY), SANITATION, WASTEWATER & WATER (25% EACH)	<b>RAGELS</b>	BRITTENY	ADMINISTRATIVE ASSISTANT	FULL TIME	10/26/2018	1	\$ 13.57	PER HOUR	
GENERAL (CITY MANAGER)	<b>AINSLIE</b>	DANIEL	CITY MANAGER	FULL TIME	10/31/2011	8	\$ 4,236.93	PER PAY PERIOD	*
GENERAL (COMMUNITY CENTER (66.67%) & RECREATION (33.33%))	<b>HEIKES</b>	ROD	DIRECTOR, COMMUNITY CENTER	FULL TIME	9/3/1996	23	\$ 2,574.16	PER PAY PERIOD	*

GENERAL (COMMUNITY CENTER)	<b>BENDER</b>	ELVIRA	CUSTODIAN	FULL TIME	7/21/1998	21	\$ 19.51	PER HOUR	
GENERAL (COMMUNITY CENTER)	<b>BUNCH</b>	AVERY	LIFEGUARD	PART TIME	2/28/2018	1	\$ 10.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>CORDES</b>	MAXINE	FRONT DESK ATTENDANT	PART TIME	11/1/1992	27	\$ 12.25	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>DELZER</b>	BRITTANY	LIFEGUARD	PART TIME	7/17/2017	2	\$ 10.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>DUPREL</b>	JUDY	OFFICE MANAGER / FRONT DESK SUPERVISOR	FULL TIME	7/7/2011	8	\$ 19.36	PER HOUR	
GENERAL (COMMUNITY CENTER)	<b>HEIKES</b>	SHANNON	FRONT DESK ATTENDANT	PART TIME	2/24/2003	16	\$ 10.25	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>HINKER</b>	THERESA	FRONT DESK ATTENDANT	PART TIME	6/8/2011	8	\$ 9.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>IVERSON</b>	ALEXIS	LIFEGUARD	PART TIME	7/1/2014	5	\$ 10.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>JENSEN</b>	PAIGE	FRONT DESK ATTENDANT	PART TIME	11/5/2018	1	\$ 9.10	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>KAISER</b>	TYLER	FRONT DESK ATTENDANT	PART TIME	7/2/2018	1	\$ 9.10	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>MCNAUGHT</b>	BLAKE	LIFEGUARD	PART TIME	9/5/2017	2	\$ 10.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>MEYER</b>	GARY	BUILDING TECHNICIAN	PART TIME	5/19/2014	5	\$ 13.00	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>MORAVEC</b>	RUDOLPH	CUSTODIAN	PART TIME	7/13/1998	21	\$ 9.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>MORAVEC</b>	RUDOLPH	THEATER TECHNICIAN	PART TIME	7/13/1998	21	\$ 11.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>NEUMILLER</b>	MASON	LIFEGUARD	PART TIME	11/26/2018	1	\$ 10.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>PAPENFUSS</b>	SETH	LIFEGUARD	PART TIME	3/7/2017	2	\$ 10.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>PATTERSON</b>	CHRISTINE	FRONT DESK ATTENDANT	PART TIME	2/7/2018	1	\$ 9.10	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>RAMBOW</b>	GABRIEL	LIFEGUARD	PART TIME	6/7/2018	1	\$ 10.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>ROURKE</b>	DON	CUSTODIAN	FULL TIME	6/9/2015	5	\$ 15.08	PER HOUR	****
GENERAL (COMMUNITY CENTER)	<b>SCHIEFFER</b>	DAWSON	FRONT DESK ATTENDANT	PART TIME	11/6/2018	1	\$ 9.10	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>SCHUSTER</b>	HANNAH	LIFEGUARD	PART TIME	9/3/2013	6	\$ 10.75	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>SMITH</b>	AUBREE	FRONT DESK ATTENDANT	PART TIME	9/5/2017	2	\$ 9.35	PER HOUR	*/****
GENERAL (COMMUNITY CENTER)	<b>SMITH</b>	TANNER	FRONT DESK ATTENDANT	PART TIME	8/2/2016	3	\$ 9.35	PER GAME	*
GENERAL (COMMUNITY CENTER)	<b>TURNBOW</b>	JAMIE	FRONT DESK ATTENDANT	PART TIME	6/11/2018	1	\$ 9.10	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>VANDEWATER</b>	KAITLYN	LIFEGUARD	PART TIME	8/1/2013	6	\$ 10.50	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>WILDBERGER</b>	CYNTHIA	FRONT DESK ATTENDANT	PART TIME	3/21/2017	2	\$ 9.35	PER HOUR	*
GENERAL (COMMUNITY CENTER)	<b>ZOOK</b>	K Aidan	LIFEGUARD	PART TIME	2/28/2018	1	\$ 10.50	PER HOUR	*
GENERAL (FINANCE (40%)) & WATER (60%)	<b>RIX-WOLKEN</b>	ELAINE	ACCOUNTING CLERK/BILLING COORDINATOR	FULL TIME	6/3/2008	11	\$ 20.43	PER HOUR	
GENERAL (FINANCE (90%)) & WATER (10%)	<b>BUENO</b>	FAY	FINANCE OFFICER	FULL TIME	8/17/2007	12	\$ 2,926.88	PER PAY PERIOD	*
GENERAL (FINANCE)	<b>BERTOLOTTO</b>	ANN	DEPUTY FINANCE OFFICER - ACCOUNTS RECEIVABLE	FULL TIME	7/27/1992	27	\$ 25.95	PER HOUR	*

GENERAL (FINANCE)	EHLERS	JOYCE	ACCOUNTS PAYABLE SPECIALIST	FULL TIME	3/16/1992	27	\$ 25.36	PER HOUR	
GENERAL (FINANCE)	OLDENKAMP	DOROTHY	SENIOR ACCOUNTANT	FULL TIME	11/18/2016	3	\$ 23.80	PER HOUR	*
GENERAL (LIBRARY)	COOPER	MERMAN	LIBRARY TECH	PART TIME	10/1/2015	4	\$ 11.00	PER HOUR	*
GENERAL (LIBRARY)	DYKSTRA	KATHY	YOUTH SERVICES LIBRARIAN	FULL TIME	9/1/1999	20	\$ 22.82	PER HOUR	
GENERAL (LIBRARY)	HAASCH	LEAH	PROGRAMMING AIDE	PART TIME	11/5/2014	5	\$ 11.00	PER HOUR	*
GENERAL (LIBRARY)	MARTIN	VALERIE	ASSISTANT DIRECTOR	FULL TIME	4/14/2014	5	\$ 20.96	PER HOUR	*
GENERAL (LIBRARY)	MOORE	TONI	CIRCULATION LIBRARIAN	FULL TIME	6/7/2011	8	\$ 16.61	PER HOUR	
GENERAL (LIBRARY)	MOORE-PETERSON	JULIE	DIRECTOR	FULL TIME	10/7/1985	34	\$ 2,545.10	PER PAY PERIOD	*
GENERAL (LIBRARY)	NONHOF	CHARLENE	CIRCULATION LIBRARIAN	FULL TIME	12/1/2008	11	\$ 17.55	PER HOUR	
GENERAL (MAYOR & COUNCIL)	ANDERSON	JASON	COUNCIL MEMBER	FULL TIME	5/6/2013	6	\$ 367.51	PER PAY PERIOD	*
GENERAL (MAYOR & COUNCIL)	BACHAND	MICHAEL	COUNCIL MEMBER	FULL TIME	5/6/2013	6	\$ 367.51	PER PAY PERIOD	*
GENERAL (MAYOR & COUNCIL)	CARSTENSEN	MARK	MAYOR	FULL TIME	5/3/2010	9	\$ 896.96	PER PAY PERIOD	*
GENERAL (MAYOR & COUNCIL)	CRANE	RHEA	COUNCIL MEMBER	FULL TIME	7/18/2016	3	\$ 367.51	PER PAY PERIOD	*
GENERAL (MAYOR & COUNCIL)	KESZLER	TERRENCE	COUNCIL MEMBER	FULL TIME	5/7/2018	1	\$ 367.51	PER PAY PERIOD	*
GENERAL (MAYOR & COUNCIL)	KESZLER	STEVEN	COUNCIL MEMBER	FULL TIME	2/1/2016	3	\$ 367.51	PER PAY PERIOD	*
GENERAL (MAYOR & COUNCIL)	MARTINSON	DAVID	COUNCIL MEMBER	FULL TIME	5/2/2016	3	\$ 367.51	PER PAY PERIOD	*
GENERAL (MAYOR & COUNCIL)	WATERLAND	RON	COUNCIL MEMBER	FULL TIME	5/7/2012	7	\$ 367.51	PER PAY PERIOD	*
GENERAL (MAYOR & COUNCIL)	ZERBST	BEKA	COUNCIL MEMBER	FULL TIME	5/7/2018	1	\$ 367.51	PER PAY PERIOD	*
GENERAL (PARKS)	DARGATZ	TONY	PARKS MAINTENANCE TECH	FULL TIME	7/18/2017	5	\$ 16.82	PER PAY PERIOD	****
GENERAL (PARKS)	KING	CODY	PARKS SUPERVISOR	FULL TIME	4/24/2017	2	\$ 2,418.58	PER PAY PERIOD	*
GENERAL (PARKS)	LUCAS	JEFFREY	PARKS MAINTENANCE TECH	FULL TIME	9/1/1987	32	\$ 24.19	PER HOUR	
GENERAL (PARKS)	SCHAEFER	DOYLE	PARKS MAINTENANCE TECH	FULL TIME	11/24/1997	22	\$ 23.32	PER HOUR	
GENERAL (PARKS)	TVEIDT	SHELDON	PARKS MAINTENANCE TECH	FULL TIME	9/5/2017	5	\$ 16.82	PER HOUR	****
GENERAL (PARKS)	WILLIAMSON	JACOB	PARKS MAINTENANCE TECH	FULL TIME	12/22/2015	4	\$ 16.82	PER HOUR	
GENERAL (PLANNING & PERMITTING 50%); GENERAL (STREETS) & SANITATION & WASTEWATER & WATER (12.5% EACH)	ABERNATHY	LAURA	PLANNING COORDINATOR	FULL TIME	9/16/2011	8	\$ 22.55	PER HOUR	*
GENERAL (PLANNING & PERMITTING)	ROVERE	SCOTT	BUILDING INSPECTOR	FULL TIME	3/21/2005	14	\$ 23.02	PER HOUR	*
GENERAL (PLANNING & PERMITTING)	SMITH	DAVID	DIRECTOR, PLANNING & PERMITTING	FULL TIME	1/25/2010	9	\$ 2,464.62	PER PAY PERIOD	*
GENERAL (PLANNING & PERMITTING)	WILLIAMS	DUSTIN	ENGINEERING TECH	PART TIME	5/13/2018	1	\$ 12.25	PER HOUR	*
GENERAL (PLANNING & PERMITTING)	WUNDERLICH	ELIZABETH	CITY ENGINEER	FULL TIME	7/25/2016	3	\$ 2,906.33	PER PAY PERIOD	*
GENERAL (POLICE & PARKS) & WATER (33.3% EACH DEPT)	DUNLAVY	SCOT	FLEET MAINTENANCE SUPERINTENDENT	FULL TIME	6/4/2018	1	\$ 2,157.70	PER PAY PERIOD	*

GENERAL (POLICE)	ALLEY	MARK	SERGEANT (TRAINING DIVISION)	FULL TIME	6/15/2009	10	\$ 25.72	PER HOUR	
GENERAL (POLICE)	BASKER	PAULA	ADMINISTRATIVE ASSISTANT - RECORDS	FULL TIME	6/18/1990	29	\$ 25.36	PER HOUR	
GENERAL (POLICE)	BORG	NATE	SERGEANT (CLASS C)	FULL TIME	4/4/2011	8	\$ 25.38	PER HOUR	
GENERAL (POLICE)	BRISCOE	SEAN	ASSISTANT CHIEF	FULL TIME	9/1/2000	19	\$ 2,636.46	PER PAY PERIOD	*
GENERAL (POLICE)	CERMAK	LISA	SHELTER TECH SUB	PART TIME	11/18/2018	1	\$ 10.00	PER HOUR	*
GENERAL (POLICE)	GOETSCH	MARTIN	PATROL OFFICER	PART TIME	5/13/2016	3	\$ 21.14	PER HOUR	*
GENERAL (POLICE)	GOETSCH	DYLAN	PATROL OFFICER (CLASS A)	FULL TIME	6/26/2017	2	\$ 21.63	PER HOUR	
GENERAL (POLICE)	HEGSTROM	JERRED	PATROL OFFICER (CLASS A)	FULL TIME	12/18/2017	2	\$ 21.63	PER HOUR	
GENERAL (POLICE)	JACOBS	MATTHEW	PATROL OFFICER (CLASS A)	FULL TIME	1/8/2018	1	\$ 21.14	PER HOUR	
GENERAL (POLICE)	LEVEQUE	JOE	SERGEANT (INVESTIGATIONS DIVISION)	FULL TIME	6/6/2016	3	\$ 24.34	PER HOUR	****
GENERAL (POLICE)	MEEHAN	SEAN	PATROL OFFICER (CLASS A)	FULL TIME	12/26/2018	1	\$ 21.14	PER HOUR	
GENERAL (POLICE)	MERWIN	BECKY	RECORDS ASSISTANT (SUB)	PART TIME	8/1/2012	7	\$ 13.00	PER HOUR	*
GENERAL (POLICE)	NASH	PAMELA	ANIMAL CONTROL OFFICER	FULL TIME	6/29/2014	5	\$ 18.98	PER HOUR	
GENERAL (POLICE)	SCHMOKER	CHRISTOPHER	SERGEANT (CLASS C)	FULL TIME	1/10/2017	2	\$ 24.00	PER HOUR	
GENERAL (POLICE)	SISCOE	DYLAN	PATROL OFFICER (CLASS A)	FULL TIME	7/22/2011	8	\$ 23.62	PER HOUR	
GENERAL (POLICE)	SMITH	CARTER	PATROL OFFICER (CLASS A)	FULL TIME	12/9/2015	4	\$ 22.57	PER HOUR	
GENERAL (POLICE)	STACY	DANNY	PATROL OFFICER (CLASS A)	FULL TIME	7/10/2017	2	\$ 21.63	PER HOUR	
GENERAL (POLICE)	TEBBEN	JAMESON	PATROL OFFICER (CLASS A)	FULL TIME	7/6/2016	3	\$ 22.28	PER HOUR	
GENERAL (POLICE)	VANDEWATER	GEODY	CHIEF	FULL TIME	11/1/2006	13	\$ 3,128.47	PER PAY PERIOD	*
GENERAL (POLICE)	WHITFORD	JOSHUA	PATROL OFFICER (CLASS A)	FULL TIME	12/14/2015	4	\$ 22.57	PER HOUR	
GENERAL (POLICE)	WOOD	KATRYN	SHELTER TECH	FULL TIME	2/23/2016	3	\$ 14.19	PER HOUR	
GENERAL (RALLY & EVENTS)	COLE	JERRY	DIRECTOR	FULL TIME	12/28/2015	4	\$ 2,735.68	PER PAY PERIOD	*
GENERAL (RALLY & EVENTS)	LYONS	AUTUMN	ADMINISTRATIVE COORDINATOR	FULL TIME	1/5/2010	9	\$ 17.36	PER HOUR	
GENERAL (RALLY & EVENTS)	SCHERER	ANGELA	ADMINISTRATIVE ASSISTANT	FULL TIME	11/18/2014	5	\$ 15.76	PER HOUR	
GENERAL (RALLY & EVENTS)	SCHERER	LANCE	SPONSORSHIP COORDINATOR	FULL TIME	8/1/2016	3	\$ 2,154.38	PER PAY PERIOD	*
GENERAL (RECREATION)	ABEL	ASHLEY	REFEREE	PART TIME	11/17/2008	11	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	CLEMENT	LABAN	REFEREE	PART TIME	11/1/2016	3	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	COCHRAN	CAMERON	REFEREE	PART TIME	10/28/2014	5	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	HENCKE	KYLE	REFEREE	PART TIME	12/11/2018	1	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	JOLLEY	OLIVIA	REFEREE	PART TIME	10/31/2015	4	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	JONES	MEGAN	YOGA INSTRUCTOR	PART TIME	9/11/2018	1	\$ 9.35	PER HOUR	*
GENERAL (RECREATION)	KAITFORS	MASON	REFEREE	PART TIME	10/4/2018	1	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	KAITFORS	TYLER	RECREATION DIRECTOR	FULL TIME	1/5/2009	10	\$ 20.97	PER HOUR	*
GENERAL (RECREATION)	LEGNER	KRISTEN	LAND AEROBICS INSTRUCTOR	PART TIME	9/7/2012	7	\$ 10.00	PER HOUR	*
GENERAL (RECREATION)	SMITH	TANNER	FRONT DESK ATTENDANT	PART TIME	8/2/2016	3	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	SNYDER	MICHAEL	REFEREE	PART TIME	9/24/2018	1	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	SPRANSY BURKE	KIMBERLY	YOGA INSTRUCTOR	PART TIME	10/3/2014	5	\$ 9.75	PER HOUR	*
GENERAL (RECREATION)	WALKER	CALEB	REFEREE	PART TIME	12/31/2018	1	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	WEYER	ZACHARY	REFEREE	PART TIME	9/10/2014	5	\$ 20.00	PER GAME	*
GENERAL (RECREATION)	WHEALY	NICK	REFEREE	PART TIME	12/7/2018	1	\$ 20.00	PER GAME	*

GENERAL (STREETS (80%), BUILDINGS (10%), ARMORY (10%))	<b>CROWSER</b>	JUDD	HEAVY EQUIPMENT OPERATOR	FULL TIME	3/1/1991	28	\$ 24.19	PER HOUR	
GENERAL (STREETS)	<b>AGA</b>	KEVIN	HEAVY EQUIPMENT OPERATOR	FULL TIME	5/4/1995	24	\$ 23.32	PER HOUR	
GENERAL (STREETS)	<b>ANGLIN</b>	MITCHELL	HEAVY EQUIPMENT OPERATOR	FULL TIME	11/16/2018	3	\$ 15.88	PER HOUR	****
GENERAL (STREETS)	<b>CLELAND</b>	KELLY	HEAVY EQUIPMENT OPERATOR	FULL TIME	10/24/2016	4	\$ 16.82	PER HOUR	****
GENERAL (STREETS)	<b>GERBRACHT</b>	KAYLA	ADMINISTRATIVE ASSISTANT	FULL TIME	4/26/2017	2	\$ 13.86	PER HOUR	
GENERAL (STREETS)	<b>OLSON</b>	BRADLEY	MECHANIC	FULL TIME	11/5/2007	12	\$ 21.80	PER HOUR	
GENERAL (STREETS)	<b>WAGNER</b>	DOUGLAS	HEAVY EQUIPMENT OPERATOR	FULL TIME	5/29/1998	21	\$ 22.43	PER HOUR	
GENERAL (STREETS)	<b>WALKER</b>	ROBERT	STREET SWEEPER	PART TIME	7/7/2015	4	\$ 16.00	PER HOUR	*
GENERAL (STREETS) & SANITATION & WASTEWATER & WATER (25% EACH)	<b>BUSH</b>	RICK	DIRECTOR	FULL TIME	2/9/2009	10	\$ 3,531.80	PER PAY PERIOD	*
LIQUOR	<b>BOYER</b>	LISA	SALES CLERK	FULL TIME	5/2/2016	3	\$ 14.19	PER HOUR	
LIQUOR	<b>DU PLESSIS</b>	AMORE	SALES CLERK	PART TIME	12/28/2018	1	\$ 10.00	PER HOUR	
LIQUOR	<b>OTT</b>	LAURIE	SALES CLERK	PART TIME	7/9/2018	1	\$ 13.00	PER HOUR	
LIQUOR	<b>PARKER</b>	TRAVIS	LIQUOR STORE MANAGER	FULL TIME	5/15/2017	2	\$ 2,040.00	PER PAY PERIOD	*
LIQUOR	<b>PFORTMILLER</b>	LYNNE	SALES CLERK	PART TIME	12/1/2018	1	\$ 10.25	PER HOUR	
LIQUOR	<b>TAMMI</b>	TRISHELLE	INVENTORY & REC CLERK	FULL TIME	9/7/2015	4	\$ 16.83	PER HOUR	
SANITATION	<b>BARFF</b>	ANDREW	SANITATION OPERATOR	FULL TIME	1/6/2014	5	\$ 16.82	PER HOUR	
SANITATION	<b>BERGHORST</b>	JACOB	RUBBLE SITE OPERATOR	FULL TIME	9/5/2017	2	\$ 15.49	PER HOUR	
SANITATION	<b>COACHER</b>	WILLIAM	SANITATION OPERATOR	FULL TIME	2/7/2007	12	\$ 19.69	PER HOUR	
SANITATION	<b>JOHNSON</b>	JAY	SUPERINTENDENT, SANITATION	FULL TIME	7/27/1987	32	\$ 2,418.93	PER PAY PERIOD	*
SANITATION	<b>KRUGJOHN</b>	KEVIN	SANITATION OPERATOR	FULL TIME	10/27/2014	5	\$ 16.82	PER HOUR	
SANITATION	<b>LITTLER</b>	LEVI	SANITATION OPERATOR	FULL TIME	12/9/2002	17	\$ 21.79	PER HOUR	
SANITATION	<b>STUMPF</b>	TIMOTHY	RUBBLE SITE OPERATOR	FULL TIME	2/14/2013	6	\$ 17.67	PER HOUR	
SANITATION	<b>TAMMI</b>	DANIEL	SANITATION OPERATOR	FULL TIME	3/3/2014	5	\$ 16.82	PER HOUR	
SANITATION (50%) & WASTEWATER (50%)	<b>CASS</b>	DAN	MECHANIC	FULL TIME	12/16/1998	21	\$ 24.68	PER HOUR	
WASTEWATER	<b>JACOBS</b>	HARLEY	WASTEWATER OPERATOR	FULL TIME	12/18/2013	6	\$ 21.33	PER HOUR	
WASTEWATER	<b>MURRAY</b>	NEIL	WASTEWATER OPERATOR	FULL TIME	4/15/2004	15	\$ 24.72	PER HOUR	
WASTEWATER	<b>PLAGGEMEYER</b>	MICHAEL	SUPERINTENDENT, WASTEWATER	FULL TIME	1/4/1993	27	\$ 2,419.27	PER PAY PERIOD	*
WATER	<b>ABERNATHY</b>	RUSSELL	WATER OPERATOR	FULL TIME	3/3/2014	5	\$ 21.28	PER HOUR	
WATER	<b>BULAU</b>	KATHY	BILLING CLERK	FULL TIME	4/3/2007	12	\$ 18.43	PER HOUR	
WATER	<b>DEUTSCH</b>	BRAD	WATER SUPERVISOR	FULL TIME	3/6/2000	19	\$ 28.31	PER HOUR	
WATER	<b>HIX</b>	WYAT	WATER OPERATOR	FULL TIME	11/7/2018	3	\$ 15.88	PER HOUR	
WATER	<b>OLSON</b>	DALE	SUPERINTENDENT, WATER	FULL TIME	7/3/1989	30	\$ 2,755.88	PER PAY PERIOD	*

\* Employee is not subject to collective bargaining agreement.

\*\* Employee can only work on an "occasional and sporadic" basis in this capacity in order to comply with 29 CFR 553.30 and the Fair Labor Standard Act.

\*\*\* Per codified law SDCL 60-11-3, the state's minimum wage was raised to \$9.10 for 2019.

\*\*\*\* Employee granted additional years of service upon hire (or in the case of Police officers, hired in at a higher wage).

All part time (including seasonal) employees are limited to a maximum of 1,039 hours worked per year and no more than 29 hours per week (on average).

BE IT FURTHER RESOLVED that the foregoing salaries and wages shall take effect on December 24, 2018 for payment as part of the first payroll in January 2019.

Published: 01-15-2019

Effective: Immediately

- h.** Consideration of Resolution 2019-02 – Authorizing City Manager or Mayor to sign lease and rental agreements (non-Rally).

**RESOLUTION 2019- 02**  
**A RESOLUTION AUTHORIZING SIGNATURES TO SIGN**  
**LEASE AND RENTAL AGREEMENTS (NON-RALLY)**

WHEREAS, individuals, businesses, non-profit organizations, sport organizations, and other entities desire to lease space at the Sturgis Community Center, Sturgis Auditorium and Parklands for events, meetings, games, and other gatherings, both public and private;

WHEREAS, individuals, businesses, non-profit organizations, sport organizations, and other entities desire to lease ball fields and sporting facilities for events, games, and other gatherings;

WHEREAS, City policy requires leasing entities to sign a lease agreement and associated documents with the City for any use of City property and/or facilities;

WHEREAS, promptly responding to lease proposals presented by such groups, by signing them when they are consistent with policies set by the council, will enable City staff to work more effectively with those groups;

NOW THEREFORE, City Manager Daniel Ainslie or, on his behalf, Community Center Director Rod Heikes is hereby authorized to execute said lease agreements and associated documents for the above intended purposes through calendar year 2019.

Dated this 7<sup>th</sup> day of January 2019.

Published: 01-15-2019

Effective: 02-05-2019

- i.** Consideration of Resolution 2019-03 – Authorizing City Manager to sign easements for construction on City property.

**RESOLUTION 2019 - 03**  
**A RESOLUTION AUTHORIZING CITY MANAGER TO SIGN**  
**EASEMENTS FOR CONSTRUCTION ON CITY PROPERTY**

WHEREAS, the City is frequently requested to authorize a temporary easement for construction on or across City property;

WHEREAS, such easements are requested for a period of time during which the construction can reasonably be expected to be completed;



WHEREAS, once the time period has established, the easement is extinguished;

WHEREAS, the individual, company or entity often has presented the City with a request for such an easement when the proposed work is scheduled to begin before the request, it can be submitted for Council approval at a regularly scheduled Council meeting;

WHEREAS, City staff is required to thoroughly review the terms of the easement and determine that such a temporary easement is in the best interest of the City before recommending approval to the City Manager and Council;

WHEREAS, promptly responding to construction easement requests consistent with the development policies of the City, by having them signed by the City Manager, will enable and allow the City to more effectively support development within the City;

NOW THEREFORE, City Manager Daniel Ainslie is hereby authorized to sign such temporary easements for construction on or across City property throughout calendar year 2019.

Dated this 7<sup>th</sup> day of January 2019.

Published: 01-15-2019

Effective: 02-05-2019

- j. Consideration of Resolution 2019-04 – Authorizing City Manager or Mayor to sign Special Event requests.

**RESOLUTION 2019 - 04**  
**A RESOLUTION AUTHORIZING SIGNATORIES FOR**  
**SPECIAL EVENT REQUESTS**

WHEREAS, individuals, businesses, non-profit organizations, sport organizations, and other entities desire to use City facilities and/or property for the promotion of special events that provide financial, educational, and/or cultural benefit to the City of Sturgis;

WHEREAS, the promoters may request the use of City staff or other City resources to assist with the set-up, tear-down and/or production of the special event;

WHEREAS, City policy requires all event promoters to submit documents to the City outlining the details of their event and to make request for the use of City property and to make request for any special accommodations, permits, and/or licenses that may be required for the successful promotion of their event;

WHEREAS, City policy requires that these event promoters sign lease or rental agreements with the City for the use of any City property;

WHEREAS, promoters must follow-up with designated City staff after the special event in order to communicate deficiencies that must be remedied prior to the City's approval of any future events on City property;

WHEREAS, promptly responding to proposals for special events that have been held the previous year, by signing any lease or other required documents when acceptable with the City, the policy will enable City staff to work more effectively to provide those events benefits to the City;

NOW THEREFORE, City Manager Daniel Ainslie or Mayor Mark Carstensen is hereby authorized to execute said lease agreements and associated City documents for any non-first year special events through calendar year 2019.

Dated this 7<sup>th</sup> day of January 2019.

Published: 01-15-2019

Effective: 02-05-2019

- k. Consideration of Resolution 2019-05 – Authorizing City Manager or Mayor to sign lease agreements and requests of Municipal equipment and resources.

**RESOLUTION 2019 - 05**  
**A RESOLUTION AUTHORIZING SIGNATURES TO SIGN**  
**LEASE AGREEMENTS AND REQUESTS OF MUNICIPAL EQUIPMENT AND**  
**RESOURCES**

WHEREAS, individuals, businesses, non-profit organizations, sport organizations, and other entities desire to use City facilities and/or property for the promotion of special events that provide financial, educational, and/or cultural benefit to the City of Sturgis;

WHEREAS, the promoters may request the use of City staff or other City resources to assist with the set-up, tear-down and/or production of the special event;

WHEREAS, City policy requires all event promoters to submit documents to the City outlining the details of their event and to make request for the use of City property and to make request for any special accommodations, permits, and/or licenses that may be required for the successful promotion of their event;

WHEREAS, City policy requires that these event promoters sign lease or rental agreements with the City for the use of any City property;

WHEREAS, promoters must follow-up with designated City staff after the special event in order to communicate deficiencies that must be remedied prior to the City's approval of any future events on City property;

WHEREAS, the Common Council desires to invest its time in establishing and reviewing significant policy matters and desires to direct its staff to coordinate the day to day administrative affairs of the City.

NOW THEREFORE, City Manager Daniel Ainslie or Mayor Mark Carstensen is hereby authorized to execute said lease agreements and requests of City equipment and resources for any event anticipated to have a total cost to the City of less than \$10,000 through calendar year 2019.

Dated this 7<sup>th</sup> day of January 2019.

Published: 01-15-2019

Effective: 02-05-2019

- ~~l. Consideration of Resolution 2019-06 – Authorizing City Manager to sign property lease agreements (Rally).~~

- m. Consideration of Resolution 2019-07 – Authorizing City Manager or Mayor to sign Sponsorship Agreements

**RESOLUTION 2019 - 07**  
**A RESOLUTION AUTHORIZING SIGNATURES TO SIGN**  
**SPONSORSHIP AGREEMENTS**

WHEREAS, the City of Sturgis desires to enter into contract with business and non-profit entities for the purpose of sponsorship of the Sturgis Motorcycle Rally;

WHEREAS, the City of Sturgis has contracted with a sponsorship agency to solicit sponsorship opportunities on the behalf of the City;

WHEREAS, the City's sponsorship agency will bring forward contracts under the instruction and guidance of the City's Sponsorship Committee;

WHEREAS, the Rally and Events Committee, City Manager and staff will review said contracts to ensure compliance with overall sponsorship strategy and to ensure City's ability to meet all logistical considerations outlined in the contract;

WHEREAS, promptly responding to sponsorship proposals presented by Rally and Events Staff by signing them when acceptable will enable Rally and Events Staff to work more effectively for the City;

NOW THEREFORE, Mayor Mark Carstensen or City Manager Daniel Ainslie are hereby authorized to execute said sponsorship contracts for partners in which annual revenue is \$30,000 or less for the above intended purposes throughout calendar year 2019.

Dated this 7<sup>th</sup> day of January 2019.

Published: 01-15-2019

Effective: 02-05-2019

- n. Consideration of Resolution 2019-08 – Authorizing City Manager or Mayor to sign contacts for administrative supplies and services.

**RESOLUTION 2019 - 08**  
**A RESOLUTION AUTHORIZING THE SIGNING OF CONTRACTS FOR**  
**ADMINISTRATIVE SUPPLIES AND SERVICES**

WHEREAS, the City makes use of numerous vendors throughout the year to provide administrative supplies and services not subject to the State bid law requirements to help the City effectuate the day to day operation needs of the organization;

WHEREAS, the said vendors may require the signing of contracts before the goods or services are provided;

WHEREAS, all departments of the City are required to follow the Council adopted Purchasing Policy and must strictly abide by the appropriated authority within each year's budget;

WHEREAS, the City has adopted the City Manager form of government whereas City staff are hired to complete administrative tasks in an efficient expedited manner;

NOW THEREFORE, City Manager Daniel Ainslie or Mayor Mark Carstensen are hereby authorized to execute said administrative contracts for goods or services that comply with the parameters of the City Council adopted Purchasing Policy throughout calendar year 2019.

Dated this 7<sup>th</sup> day of January 2019.

Published: 01-15-2019

Effective: 02-05-2019

- o. Consideration of Resolution 2019-09 – Authorizing Writing Off Insufficient Funds and Accounts Receivable.

**RESOLUTION 2019 - 09**  
**A RESOLUTION AUTHORIZING WRITING OFF INSUFFICIENT FUNDS**  
**AND ACCOUNTS RECEIVABLE**

WHEREAS, the City receives numerous payments for community center and the liquor store and the rubble site throughout the year within the established internal controls document;

WHEREAS, the Finance Officer develops the internal control practices for each department ensuring minimal risk of non-payment; and

WHEREAS, the three departments generate minimal insufficient funds or insufficient automated clearing house payments within a calendar year; and

WHEREAS, the City maintains accounts receivables for one previous calendar year for audit purposes; and,

WHEREAS, the City's Code Enforcement Division occasionally issues fines for violations which go uncollected due to deaths or property transfers; and,

WHEREAS, the City's Rally and Events Department occasionally is unable to fully collect all sponsorship or lease proceeds from agreed upon arrangements; and,

NOW THEREFORE, City Manager Daniel Ainslie or Mayor Mark Carstensen are hereby authorized to approve the accounting write off of insufficient payments to the community center, liquor store and rubble site in an annual amount not to exceed \$1,000. Furthermore, accounts receivables for Code Enforcement and Rally and Events may be written off in the aforementioned instances. The write offs may not end further collection efforts. This authority is granted through the calendar year 2019.

Published: 01-15-2019

Effective: 02-05-2019

- p. Consideration of Resolution 2019-10 – Setting the Compensation for Election Board.

**RESOLUTION 2019- 10**  
**A RESOLUTION SETTING THE COMPENSATION FOR ELECTION BOARD**

WHEREAS, the compensation for the election board must be set,

NOW THEREFORE BE IT RESOLVED that the members of the election board, made up of three persons per ward, will be paid \$10.50 an hour and the superintendent will receive \$12.00 an hour.

BE IT FURTHER RESOLVED that those members of the election board that attend the election school shall be paid \$10.50 per hr. while the school is in session.

Dated this 7<sup>th</sup> day of January 2019.

Published: 01-15-2019

Effective: 02-05-2019

Motion by Bachand, second by S. Keszler and carried with all members present unanimously voting yes to approve Resolution 2019-06 – Authorizing City Manager to sign property lease agreements (Rally).

**RESOLUTION 2019 - 06**  
**A RESOLUTION AUTHORIZING CITY MANAGER TO SIGN**  
**PROPERTY LEASE AGREEMENTS (RALLY)**

WHEREAS, individuals, businesses, non-profit organizations, and other entities desire to lease space (both indoor and/or outdoor) at the Sturgis Community Center, Sturgis Auditorium, Sturgis Liquor Store, Sturgis Fairgrounds and other vacant City owned lots for the Sturgis Motorcycle Rally;

WHEREAS, the City has entered into numerous leases for this land throughout the last several years;

WHEREAS, City policy requires leasing entities to sign a property lease agreement with the City outlining the lease requirements and term for both parties;

WHEREAS, the Rally and Events Committee, City Manager and staff review said leases to ensure compliance with the City's property management strategy and to ensure City's ability to meet all logistical considerations outlined in the lease before recommending it be approved;

WHEREAS, promptly responding to lease proposals presented by Rally and Events staff by signing them when acceptable will enable Rally and Events staff to work more effectively for the City to meet City goals;

NOW THEREFORE, City Manager Daniel Ainslie is hereby authorized to execute said lease agreements for the above intended purposes throughout calendar year 2019.

Dated this 7<sup>th</sup> day of January 2019.

Published: 01-15-2019

Effective: 02-05-2019

Motion by Waterland, second by Zerbst and carried with all members present unanimously voting yes to approve the following claims with addition of payment to Discovery Communications (Iraq and Afghanistan Veterans of America):

**WAGES** – Ambulance \$24,090.04; Attorney \$4113.83; Auditorium \$192.59; Buildings \$1145.08; Cemetery \$2347.48; City Manager \$4782.51; Community Center \$10,782.57; Finance Office \$9862.61; Fire Department \$59.76; Human Resource \$6273.12; Library \$9698.71; Liquor \$5780.02; Mayor and Council \$3761.77; Parks \$10,830.96; Planning & Permitting \$8904.28; Police \$36,786.39; Rally \$7943.04; Recreation \$2925.59; Sanitary Service \$16,198.95; Streets \$12,771.57; Wastewater \$9629.74; Water \$13,382.51; Federal Withholding \$19,297.56; FICA \$17,049.38.

**GENERAL** – 211 Helpline Center, \$500.00, other; A&B Business, \$557.15, sup; A&B Welding, \$143.28, sup; Action for the Betterment of Community, \$4,500.00, other; Adult Service & Aging Office, \$250.00, other; American Solutions for Business, \$1,210.19, sup; Amick Sound, \$29.60, sup; Baker & Taylor, \$30.88, sup; Shawn Barrows, \$5,000.00, contract; Baseline Surveying, \$475.00, other; Bear Butte Valley Water, \$161.65, util; BHSU RSVP, \$500.00, other; Black Hills & Badlands Tourism Assn, \$1,915.00, travel; Black Hills Community Economic Development, \$2,000.00, other; Black Hills Council of Local Governments, \$3,445.00, other; Black Hills Energy, \$16,576.86, util; boy Scout Troop 109, \$250.00, other; Sean Briscoe, \$500.00, ins; Roger Burnham, \$3,605.00, prof fee; Catholic Social Services, \$500.00, other; Kelly Cleland, \$500.00, ins; Dakota Kustom Coating, \$447.50, sup; Fastenal Company, \$67.98, rep; Feeding South Dakota, \$2,500.00, other; Good Shepherd Clinic, \$1,000.00, other; H&S Uniforms & Equipment, \$85.00, sup; Hillview Highrise Tenant's Assn, \$500.00, other; Iraq & Afghanistan Veterans of America, \$3,275.00, other; Lori Jeffery-Kirk, \$2,475.00, other; John E Reid & Associates, \$575.00, travel; Key City Glass, \$275.00, rep; Cody King, \$500.00, ins; Knecht Home Center, \$26.18, sup; Knight Security, \$1,246.80, rep; Scott Lensegrav, \$1,500.00, contract; Liberty Chevrolet, \$170.76, sup; Love Inc of the Black Hills, \$1,000.00, other; Jeff Lucas, \$500.00, ins; Lutheran Social Services, \$500.00, other; Matfactor, \$45.20, rep; Meade County Housing & Redevelopment, \$500.00, other; Meade County Senior Citizens, \$4,000.00, other; Mid-States Organized Crime, \$150.00, travel; Motionsoft, \$450.00, prof fee; Motorola Solutions, \$7,154.12, rep; Mountain Air Insurance Service, \$2,301.00, ins; Nebraska Salt & Grain Co, \$2,054.51, sup; Neighborhood Housing Services, \$500.00, other; North Central International, \$123.59, rep; Northern Hills CASA, \$2,900.00, other; Brad Olson, \$500.00, ins; Pete Lien & Sons, \$256.50, rep; Petty Cash, \$88.45, sup; Prairie Hills Transit, \$7,000.00, other; Primary Arms, \$1,212.30, sup; Public Safety Equipment, \$25.98, sup; Purchase Power, \$500.00, sup; Doyle Schaefer, \$500.00, ins; SD Airport Managers Assn, \$25.00, prof fee; SD Assn of Code Enforcement, \$40.00, prof fees; SD Building Officials Assn, \$55.00, prof fee; SD City Management Assn, \$150.00, other; SD Govt Finance Office Assn, \$190.00, other; SD Human Resource Assn, \$50.00, other; SD Municipal Attorney Assn, \$35.00, prof fee; SD Municipal League, \$3,840.32, other; SD Municipal Street Maintenance Assn, \$35.00, prof fee; SD Police Chiefs Assn, \$238.85, other; SD State Bar, \$415.00, prof fee; Christina Steele, \$500.00, ins; Sturgis Alliance of Churches of Sturgis, \$2,500.00, other; Sturgis Area Arts Council, \$1,750.00, other; Sturgis Center of the Arts, \$900.00, other; Sturgis Nutrition Site, \$500.00, other; Sturgis Police Reserves, \$1,121.28, util; Sturgis Volunteer Fire Dept, \$7,547.61, contract; Jameson Tebben, \$500.00, ins; Tri-State Livestock News, \$131.04, sup; United Way, \$500.00, other; Universal Athletic, \$927.68, sup; Pat Urbaniak, \$1,500.00, contract; Vanway Trophy & Award, \$167.60, sup; Western Resources for Independent Living, \$700.00, other; Jacob Williamson, \$500.00, ins; Elizabeth Wunderlich, \$989.00, ins.

**SPECIAL SALES TAX** – Sturgis Area Chamber of Commerce, \$9,333.33; Sturgis Economic Development, \$8,500.00.

**CAPITAL IMPROVEMENT** – Ainsworth Benning Construction, \$334,733.62; Black Hills Energy, \$1,894.69; Brosz Engineering, \$22,369.41; Crouch Recreation, \$8,534.88; Grangaard Construction, \$183,753.23; Johnson Controls, \$20,441.10; North Star Construction, \$61,404.47.

**TIF #12 DOLAN CREEK** – First Interstate Bank, \$402.52.

**LIQUOR** – Arctic Glacier USA, \$92.01, resale; Black Hills Energy, \$1,835.83, util; Black Hills Security & Systems, \$463.83, other; Cash-Wa Distributing, \$766.56, resale; Cask & Cork,

\$632.25, resale; Coca Cola, \$811.50, resale; Duhamel Broadcasting, \$2,571.00, pub; Fisher Beverage, \$11,115.66, resale; Johnson Western Wholesale, \$43,734.49, resale; Pepsi Cola Bottling, \$119.50, resale; Prairie Berry, \$723.00, resale; Quality Brands of the Black Hills, \$13,658.91, resale; Republic Beverage Company, \$49,178.74, resale; Southern Glazer's of SD, \$6,193.38, resale; Weimer's Diner & Donuts, \$508.50, resale; World of Coffee, \$700.29, resale. **WATER** – Black Hills Energy, \$9,934.39, util; Core & Main, \$1,616.52, sup; Credit Collections Bureau, \$77.86, prof fee; D&T Ventures, \$5.14, refund; Hawkins, \$35.00, sup; Petty Cash, \$2.36, sup; SD DENR, \$200.00, rep; SD One Call, \$95.20, prof fee; SD Water & Wastewater Assn, \$20.00, prof fee; Sturgis Economic Development, \$40,000.00, other.

**WASTEWATER** – Black Hills Energy, \$3,143.47, util; SD Water & Wastewater Assn, \$40.00, prof fee.

**SANITATION** – Adams-ISC, \$161.50, rep; Allstate Peterbilt of Rapid City, \$57.04, rep; American Engineering Testing, \$765.00, prof fee; Black Hills Energy, \$420.08, util; Butler Machinery Company, \$32.84, rep; Century Link, \$58.42, util.

**AMBULANCE** – A&B Welding, Co, \$249.34, sup; Black Hills Energy, \$569.35, util; Image Trend, \$342.00, prof fee; Medical Waste Transport, \$116.55, other; Physio-Control, \$417.84, prof fee; Ramkota Hotel, \$122.00, travel; Richter's Tire & Exhaust, \$14.00, rep; Lee Stroschine, \$500.00, ins; Tom's T's, \$132.60, sup.

Motion by Bachand, second by Waterland and carried with all members present unanimously voting yes to approve second reading of Ordinance 2019-01 – Title 9 – Fire Prevention. (First reading Ordinance 2018-17).

#### **ORDINANCE 2019-01**

#### **AN ORDINANCE AMENDING TITLE 9 – FIRE PREVENTION AND REGULATION**

BE IT ORDAINED by the Common Council of the City of Sturgis, Meade County, South Dakota that Title 9 – Fire Prevention and Regulation – 9-04 General Fire Provisions – 9.04-19 Fire Service Billing and Authority to Recover Costs to be amended to read as follows:

#### **TITLE 9**

#### **FIRE PREVENTION AND REGULATION**

#### **CHAPTERS:**

- 9.01: General Provisions
- 9.02: Adoption of fire Codes
- 9.03: Fire Department
- 9.04: General Fire Provisions

#### **CHAPTER 9.04**

#### **GENERAL FIRE PROVISIONS**

#### **SECTIONS:**

- 9.04.01: Driving Over or on a Fire Hose
- 9.04.02: Parking Near Station or Hydrant
- 9.04.03: Unlawful to Tamper with Fire Appliances or Hydrants
- 9.04.04: False Alarm
- 9.04.05: False Alarm Penalty
- 9.04.06: Refuse Fires
- 9.04.07: Controlled Burns by Permit
- 9.04.08: Authorized Controlled Burns

- 9.04.09: Open Fires
- 9.04.10: Recreational Fire
- 9.04.11: Ban on Outside Burning
- 9.04.12: Fireworks Displays
- 9.04.13: Fireworks Lighting Period
- 9.04.14: Fireworks Sales
- 9.04.15: Installation of Key Boxes
- 9.04.16: Hazardous Materials
- 9.04.17: Unattended Gas Pumps
- 9.04.18: Fire Lane
- 9.04.19: Fire Service Billing and Authority to Recover Costs.

**9.04.19: FIRE SERVICE BILLING AND AUTHORITY TO RECOVER COSTS**

The Sturgis Volunteer Fire Department, while under contract with the City, is authorized to seek and obtain reimbursement for any and all costs it has incurred in providing public safety services from any party receiving such services or any party obligated to provide reimbursement for any of those services. Such reimbursement is specifically authorized against any property owner, vehicle owner, insurance carrier or other party or person having an obligation to provide partial or complete repayment of such costs.

The billing may include, but is not limited to, the following: travel, man-hours accrued, equipment, material used, and meals for personnel.

Adopted this 7th day of January 2019.

First reading: 12-17-2018  
Second reading: 01-07-2019  
Adopted: 01-07-2019  
Published: 01-15-2019  
Effective: 02-05-2019

Motion by Anderson, second by Martinson and carried with all members present unanimously voting yes to approve second reading of Ordinance 2019-02 – Title 2 – Contractor’s Licensing and Construction Regulations. (First reading Ordinance 2018-15)

**ORDINANCE 2019-02  
AN ORDINANCE AMENDING TITLE 2 – CONTRACTORS LICENSING &  
CONSTRUCTION**

BE IT ORDAINED by the Common Council of the City of Sturgis, Meade County, South Dakota that Title 2 – Contractors Licensing & Construction – 2.02. – Building Code and Construction Standards-2.02.01 – Adoption of Building Code be amended to read as follows:

**CHAPTER 2.02**



## **BUILDING CODE AND CONSTRUCTION STANDARDS**

### **CHAPTERS:**

- 2.01: General Provisions
- 2.02: Building Code and Construction Standards
- 2.03: Building Inspector and Building Permits
- 2.04: Licensing and Regulation of Construction Contractors
- 2.05: Electrical Contractor License
- 2.06: Plumbing Contractor License
- 2.07: Building and Structure Mover License
- 2.08: Licensing and Regulation of Public Excavations
- 2.09: Revocation of Licenses
- 2.10: Fences
- 2.11: Erosion Control Regulations
- 2.12: Miscellaneous
- 2.13: Appeal Process

### **SECTIONS:**

- 2.02.01: Adoption of Building Code
- 2.02.02: Authority of Building Inspector to Prepare Manual of Construction Guidelines
- 2.02.03: Additions, Alterations and Repairs
- 2.02.04: Maintenance
- 2.02.05: Historic Preservation
- 2.02.06: Alternate Materials and Methods of Construction
- 2.02.07: Modifications
- 2.02.08: Tests

### **2.02.01: ADOPTION OF BUILDING CODE**

The City of Sturgis hereby adopts, for the purpose of establishing rules and regulations for the construction, alteration, removal, demolition, equipment, use and occupancy, location and maintenance of buildings and structures, within its jurisdiction including permits and penalties, conforming with Chapters 1-10, 12-16, 18 and 33 as well as Appendices B,C,E,K and Q of the International Residential Building Code, 2018 Edition, but not including section 313 in its entirety. In addition, and for those same purposes, the City adopts subject to the limitation of municipal authority established by SDCL 11-10-5, the ~~2012~~ 2018 Edition of the International Building Code Chapters 1-12, 14-26, 28, 30-35 including Appendix I, thereof, except such following portions as are herein modified, and listed.

- A. Subsection 3.02, and the related information and explanation shown at Figure 301.2(5), are hereby amended to require a structure to be designed to meet or exceed the standard of a 40-pound ground snow load;
- B. Figure 302.13 residential basements finished less than 50% shall not be required to have ½” gypsum board installed on the lid throughout;
- C. Figure 905.14.2, ice and water barrier membrane required. A link to the most recent building code will be available on the City’s website at sturgis-sd.gov.

Adopted this 7th day of January 2019.

First reading: 12-17-2018

Second reading: 01-07-2019

Adopted: 01-07-2019  
Published: 01-15-2019  
Effective: 02-05-2019

Motion by Bachand, second by Zerbst and carried with all members present unanimously voting yes to approve the 2019 vehicle purchase using the State Contract Bid Pricing and awarding the bid to Scott Peterson Motor to purchase a Dodge Charger 4 door sedan with police package (\$24,454.00) and a ¾ ton 4x4 crew cab short box Ford F250 (\$31,692.00).

Motion by Anderson, second by Crane and carried with all members present unanimously voting yes to approve first reading of Ordinance 2019-03 – Title 18 – Zoning – Downtown Overlay District with the addition of the following sentences: up to a maximum balcony width of six feet. Measurement for this dimension shall be in a direct line from the property line to the back of the curb. Merchandise for sale and equipment may not be displayed outside and visible from the public right of way during non-business hours. Delete the open or grated floor sentence. (Bachand yes with concerns.)

Motion by Waterland, second by S. Keszler and carried with all members present unanimously voting yes to approve the Professional Medical Service Contract with Meade County and to specify that on “1 (one) m.” of the contract stating transport is to the Sturgis Reginal Hospital.

Any other business:

Councilor Anderson asked Public Works or the Police to investigate who has the right of way at Dolan Creek and Pine Glenn and sign it accordingly.

Mayor Carstensen announced that Prairie Hills Transit needs drivers in Sturgis.

Councilor Waterland asked the other Councilors if they had recieved phone calls on Box Elder bugs. They had not.

Motion by T. Keszler, seconded by Waterland and carried with all members present unanimously voting yes to adjourn the meeting at 7:46 pm.

ATTEST: \_\_\_\_\_  
Fay Bueno, Finance Officer

APPROVED \_\_\_\_\_  
Mark Carstensen, Mayor

Published once at the total approximate cost of \$600.14.