



CITY OF
STURGIS
SOUTH DAKOTA

**City Council Members (Elected Officials)
OVERVIEW OF ROLES AND RESPONSIBILITIES**

TABLE OF CONTENTS

[Purpose & Responsibilities](#)

[Qualifications](#)

[Terms](#)

[Council's Internal Operations](#)

[Council's Staff Appointments](#)

[Revenue Streams](#)

[Chart of Accounts \(Financial Operations\)](#)

[Liquor Licensing](#)

[Communications](#)

[Staff Reports](#)

[Council Packets](#)

[Public Information](#)

[City Website & SIP Publication](#)

[Public Hearings](#)

[Emergency Management](#)

[Compensation & Benefits](#)

[Out of Pocket Expenses](#)

[Travel and Training Commitments](#)

[Meeting Attendance Commitments](#)

[City Council Meetings](#)

[Council Sub-Committee Meetings](#)

[City Boards & Commissions](#)

[Liaison to External Entities](#)

[Estimated Average Time Commitment](#)

[Code of Conduct](#)

[Conflicts of Interest](#)

[South Dakota Municipal League](#)

The goal of this overview is to provide potential and current Council members with a reference document to help them better understand the many roles and responsibilities that the Council has towards the operations and management of the City of Sturgis. The dedication and commitment of our Council members are imperative to providing oversight and direction for our City's growth and prosperity.

PURPOSE & RESPONSIBILITIES

The City operates under the aldermanic form of government employing a City Manager. Proposed bills are pending before the South Dakota State Legislature that may impact the way in which municipal government function. Council members act as a body when exercising their legislative duties, taking official action only by the passage or adoption of ordinances, resolutions or motions. Ordinances, resolutions or motions can only be acted upon by a quorum of the city Council members (again as a body) and only in a public meeting. All power and authority to set policy rests with an elected governing body, not individual members of the Council. The Sturgis City Council includes a mayor and eight members of the Council.

The elected Council members represent their wards within the city, bringing forward individual or group concerns to the entire elected body or the City Manager, as appropriate. Sturgis has four wards and two representatives for each ward. The Mayor serves at large and is elected by all voters, regardless of ward of residence.



The Council is responsible for developing a long-range vision for the community. It also established policies that affect the overall operation of the city. The Council focuses on the city's goals, major projects, as well as long-term planning such as community growth, land use development, capital improvements, financing, and strategic planning.

Council also adopts an annual budget appropriating all funds and, as such, must approve all claims on the City's finances. Likewise, the Council must approve bids, contracts, and any other agreement that financially binds the City. Staff begin drafting the proposed budget in May and presents it to the Council in July for final approval by the second meeting in September. Additionally, Council also considers grant requests from local non-profit organizations in June as part of the budgetary process.

QUALIFICATIONS (SDCL 9-10-4 and 9-8-1.1)

- Candidates must be residents of the United States and live within the City limits.
- Except for the Mayor, Councilors must live and be registered to vote in the ward s/he represents.

TERMS

Following the passage of ordinance 2010-02, Council members now serve for three-year terms. Formerly, terms were of two-year duration.

In the event that a Council member decides he or she is unable to fulfill the duties of their position, the Council member may formally resign from their elected position. In that case, the Council must choose to fill that vacancy through one of two methods: special appointment or special election. The requirements for filling a vacancy on Council are set forth in SDCL 9-13-14.1. In either case, the person filling the vacancy serves the remainder of the unexpired term.

COUNCIL'S INTERNAL OPERATIONS

At the first meeting in May (in election years, this is done after the newly elected Council members are seated), the full Council elects a President and Vice-President. These positions are held for one year.

Council meetings are conducted by the Mayor. In the Mayor's absence or temporary disability, the Council President serves as Mayor and conducts the meetings. The Council President also

presides over the annual Board of Equalization. In the absence or disability of both the Mayor and President, the Vice-President shall perform the duties of the Mayor and President as well as conduct the meeting.

The Council has adopted Robert's Rules of Order, which are the formal protocols used to conduct the official business of the City. Resolutions are adopted and effective immediately upon the majority approval by the voting Council. Ordinances are the laws and regulations governing the City government. Ordinances must be read at two meetings to ensure maximum public input prior to adoption. The ordinance can be amended or changed between the first and second reading. After the successful second reading, the ordinance is published in the newspaper of record, currently the Black Hills Pioneer. The electorate has 20 days following publication to bring the ordinance to a referendum (vote) otherwise upon the 21st day the ordinance becomes law.

When Council members have a quorum of members present and/or it wishes to take official action as listed on the agenda, the meeting must be public and as such is required to inform the public at least 24 hours prior to the meeting time. This is particularly important with email and electronic communication as Council must be careful not to meet nor take official action via email. Additionally, so long as it does not cause a quorum of Council members to be present at any non-Council meeting, other Council members may also attend meetings.

The Council currently utilizes a "consent calendar" to streamline Council meetings for non-controversial, routine, and action items. The items placed on this calendar are approved as a group, without discussion. However, items can be removed at the request of a Council member for further discussion before a decision is made.

COUNCIL'S STAFF APPOINTMENTS

The Finance Officer serves as the official record keeper and clerk for the Council. The Finance Officer records the official minutes and ensures that all resolutions and ordinances are properly recorded. The Finance Officer is also responsible for the financial controls of the City. The Finance Officer also oversees utility billing. The terms of employment for the Finance Officer are also governed by an employment contract (per ordinance).

The City Attorney advises the Council on all legal matters. While the Finance Officer and the City Attorney works closely with the City Manager in the course of normal duties, the Council appoints the City Finance Officer and the City Attorney and oversees their performance. The terms of employment for the City Attorney are also governed by an employment contract (per ordinance).

The above staff appointments are noted in the minutes upon approval of the employment contracts.

The Council does not have a dedicated assistant.

REVENUE STREAMS

While the City has many revenue streams both large and small, the principal streams are property tax, sales tax, and Rally revenues.

There are two types of sales tax. First, there is the general sales tax. The City receives 2 cents for every sales dollar. By ordinance, the City has designated these monies for (i) to fund the general fund and (ii) to fund capital expenditures, land acquisition, debt reduction, increase reserves, and/or machinery and equipment purchases. These revenues are currently distributed between the General Fund and the #212 (Capital Improvements) account of the City's budget.

However, in the case of sales of food, alcohol, and hotel lodging, the City is returned an additional 1%. This additional 1% is called the Triple B (or the Special Sales Tax) and it can only be used for City promotions, buying land, and construction of a public civic building. This is allocated in the #211 account of the City's budget.

CHART OF ACCOUNTS (FINANCIAL OPERATIONS)

The City follows the guidelines of GASB (Governmental Accounting Standards Board) as well as the state's codified laws. The City is subject to state bid laws for projects costing more than \$50,000. For projects under \$5,000, Council policy mandates that departments solicit sealed bids in order to capture cost savings. Each department has its own account within the budget, and they monitor expenses against the bottom line. At the end of the year, if necessary, budget supplements may be made. As an example, the City occasionally receives insurance money for unexpected damage to a vehicle or property and this money will be supplemented to the budget at the end of the year to cover the unexpected costs. The City uses the financial accounting system, **Caselle**, to pay bills, manage the sanitation and water billing and process payroll. Staff has the ability to see their budgets (revenues and expenditures) in real time using "Caselle Connect", an internet portal for Caselle.



City departments are funded either through enterprise funds or through the general fund. The Enterprise funds for the City of Sturgis are Ambulance, Liquor Store, Sanitation, Wastewater (Sewer), and Water. These funds (through the fees received service or through sales) are self-supporting entities. The Ambulance does receive a transfer from the General Fund. The Council has the option to use profits from these enterprise funds to make dividend payments to the General Fund.

The City has several Tax Increment Financing districts.

TIF #11 – Scott Peterson Motors & Exit 32

TIF #12 – Dolan Creek Subdivision

TIF #13 – Canyon View Estates Subdivision

TIF #15 – Woodland Drive

TIF #16 – Trailhead Loop Development

TIF #17 – Smitty's LLC

TIF #18 – Senior Living

TIF #20 – Garden Grove #1

TIF #21 – Hidden Estates

TIF #22 – Harvest Meadow

TIF #23 – 12th Street Apartments

TIF #24 – Garden Grove #2

TIF #26 – Habitat for Humanity

A TIF is a public financing method used for subsidizing redevelopment, infrastructure and other community-improvement projects. It uses future gains in taxes resulting from development in order to subsidize current improvements. These can be very controversial in nature. The City has had excellent results with these TIFs as they are functioning exactly as designed and have been spurring much needed growth and development in our community.

Another similar financing option is a BID (business improvement district) that is used in other cities in South Dakota. The City has one BID district for the downtown corridor. This is an on-going revenue source (whereas a TIF is exhausted once the improvements are paid for). The money earned through this additional tax is used to promote events, tourism and economic development in the district. This is charted as Fund #213 in our budget book. A Board appointed by the Council oversees the BID district and the allocation of some of the revenues. There is also now a non-profit Downtown Foundation that supports the efforts of the Downtown BID.

In 2017, the City also approved a Hotel and Motel Business Improvement District (Fund #214). The financing for this district is a hotel and motel room occupancy tax imposed upon transient guests of hotels and motels within the City. (It does not apply to campgrounds.) These funds are then used to develop and market tourism events and promotions to help the businesses located within the district area. Events may formally request grants from the Motel/Hotel BID for funding support. The requests are then considered by the Board, which consists of representatives from the district's motels and hotels. The number of seats per entity is determined by the number of rooms the entity has.

The City is subject to an annual audit. The City's audit is currently provided by Ketel Thorstenson of Rapid City. The Finance Office coordinates the audit process. Once the audit is completed, the auditor meets with the City Manager, the Finance Officer, members of council and the Mayor to discuss any findings. The Finance Officer also presents the audit findings to the full Council. The City traditionally has had very favorable audit results, with very few significant findings.

LIQUOR LICENSING



State law establishes essentially nine different types of licenses:

1. Retail (on-sale) Liquor
2. Retail (on-sale) Liquor-Restaurant
4. Convention Center (on-sale) Liquor
5. Package (off-sale) Liquor
6. Retail (on-off sale) Wine and Cider
7. Retail (on-off sale) Malt Beverage & SD Farm Wine
8. Package Delivery
9. Hunting Preserve

Liquor licenses are limited based upon population. The City holds the off-sale liquor licenses in Sturgis for the Sturgis Liquor Store and annex. Renewals for malt beverage licenses happen July 1st and liquor and wine licenses on January 1st. The Council approves all license renewals. The Council can only deny a renewal based on character or location.

Licenses are tied to the legal description of the property and are held by a specific business. Therefore, Council must approve the transfer of a license to another property and/or business. Licenses must be renewed annually.

The Council can also approve a special events license. The Sturgis City Council regularly addresses matters related to Liquor Licensing at its meetings.

COMMUNICATIONS

Council correspondence is sent and received electronically, either in the form of emails or downloads from the City website. While it is not required by state statute nor local ordinance, it is very useful that Council members have a working email address and a basic knowledge of computers. Printed packets can be made available at the Council person's request, but it is likely there will be a delay in getting information to the Council person if this is the sole method of communication with the Council person.

The Council has a mailbox at the Finance Office of Sturgis City Hall. Occasionally mailed correspondence is sent to this address, mostly mail is in the form of magazines and catalogues. Council members are encouraged to stop by City Hall and check their mailboxes; however, any materials not picked up will be brought to the Council meeting for distribution.

Staff Reports:

Each week Department Heads are required to provide a report to the City Manager outlining those initiatives and projects they and their staff have been working on in the past week. Additionally, if work was done on something that is of great interest to the Council, this also may be indicated. Staff also provide relevant statistics about facilities or services provided to our residents. The City Manager or Director of Communication provides an executive summary with the main highlights or concerns for the week. This is sent electronically to the Council each Saturday morning. The Council may also receive a summary from the weekly Department Head meeting where staff discuss the workweek's priorities and discuss any issues as a management group. On Council meeting Mondays, the staff also reviews and prepares for the Council meetings as well as part of the weekly Monday morning Department Head meeting. The Mayor attends this meeting.

Council packets:

The City staff provides a preliminary agenda internally two Thursdays prior to the Council meeting. The final agenda and informational packet are posted publicly on the iCompass portal on the Thursday prior to the Council meeting. This packet includes information on the agenda items that Council will be asked to consider. Staff make a recommendation for each item and prepare a short report to support the recommendation as well as provide background and context. This Staff Report attempts to provide a summary of the issue and states budgetary impacts, benefits and risks of the staff's recommendation, any alternative argument against the recommendation (devil's advocate), and any other information the Council should

know prior to making its decision. The Council packet also contains a full copy of any resolution or ordinance that the Council is being asked to consider. This copy may be a red-lined version showing changes. While it is the staff's intent to provide clear and concise information,

occasionally a Council member may have further questions regarding an item and may wish to contact the City Manager for more information. The packet is made public on the City's website at the same time the agenda is posted. A link to the Council packet is emailed to Council members.

The iCompass portal was implemented in late 2021. It provides a interactive agenda packet with hyperlinks between agenda items and the corresponding Staff report and documentation.

Additionally, the agendas, minutes and agenda packets for the Planning Commission, the Park Board, the Municipal Utilities Board, and the Board of Trustees for the Sturgis Public Library are also published and archived on this portal.

It is important to note that in extremely limited cases complete information cannot be shared with Council. A common instance is negotiations with economic development prospects. Due to the nature of economic development, confidentiality is strictly required by a prospect and often they will only allow two or three persons from the City to approach them so as to maintain the integrity of the relationship. For a developer or a potential business, confidentiality is essential to being able to successfully negotiate a 'deal' – they don't want information to leak out as it can change the playing field and/or tip off competitors. However, it is very important to know that in these cases Council has already provided policy direction which guides staff's actions prior to the initiation of such negotiations (i.e. what types of prospects will be considered, what the parameters of any deal negotiations are, etc.). The City Manager may also be able to brief Council verbally during Executive Session (for personnel, legal, contract, marketing or security matters) regarding confidential issues. And, upon successful negotiation, Council always has the responsibility to approve, reject or make a counterproposal for any such proposed contractual relationship. Staff will keep the Council informed of general work in such an area in order to assure Council that progress is being made. A confidential briefing or update will likely be provided as part of an Executive Session, as permitted under SD Codified Law 1-25-2.



Public Information:



Council members are subject to the open records requirements of the State of South Dakota. However, state statute does allow the City to deny the release of some records or information under limited and special circumstances. Council members are subject to open record requirements but are also privileged to confidential and/or proprietary information. Questions regarding whether something is or is not an open record reside with the Finance Officer in conjunction with the City Attorney. The Finance Office is charged with keeping all City records (both open and closed). It keeps the official minutes, ordinance books, contracts, deeds, etc.

Public requests for records must be made to their office. Any time an open record request is denied, the Finance Officer must document the denial and the reasons for such.

City Website and SIP Publication:

In an effort to inform residents about the services, projects and initiatives of the City, the Council authorized the establishment of a website as well as a monthly newsletter. The City’s website is www.sturgis-sd.gov. City staff maintains this comprehensive website designed to help visitors to locate information quickly and efficiently. Staff has been trained on the administrative back-end allowing for real time updates. Users can find contact information, project updates, forms, and up to date news and information on the site.

The City also maintains several social media accounts with Facebook being a primary site for constituent interactions. The City’s main Facebook page is @cityofsturgis or City of Sturgis, SD.

The newsletter is the “SIP” or Sturgis Information Publication. Council members receive a draft of the SIP prior to publication. They may get questions immediately following the arrival of the SIP in residents’ mailboxes. The SIP is also posted and archived on the City website.

Council Meetings:

Council meetings are open to the public (with the exception of Executive Sessions). Meetings are also live streamed on the City Facebook page. The Council meetings are held at the City Hall building in the Council meeting chambers. Occasionally, the Council may elect to host the City Council meeting (or public hearing or information session) at the Community Center Theater. The meeting’s location is always included in the posted agenda.

Public Hearings:

Many times, the Council will conduct a public hearing as part of the regularly scheduled Council meeting. South Dakota administrative rules require the Council to set public hearing dates and times in a separate Council meeting prior to holding the public hearing. The public is encouraged to ask questions and comment during this time.

EMERGENCY MANAGEMENT

While the Mayor has special duties in an emergency, the Council’s role is determined by the City’s Emergency Response Plan.

All members of the Council are required by FEMA to take Incident Command Structure (ICS) courses, ICS-100, ICS-200, and ICS-700. These classes can be taken online. Although it has not been strictly required in the past, more and more federal grants require that applicants show completion of this training by the governing body.



COMPENSATION AND BENEFITS

Council members receive a stipend for their services to the City. The annual total for 2022 is \$10,465 for Council members and \$25,541 for the Mayor's compensation. Payroll is paid every other Friday as part of the City's regular payroll processes. Pay is direct deposited into the account(s) of choice for each Council member.

Council members (as well as members of the various Board and Commissions) are covered by the City's workers' compensation carrier when acting in their official capacity. When acting in their official capacity, these volunteers are also covered by the City's general liability insurance.

Planning Commission members receive a \$50 stipend, paid via City payroll, for each meeting that the Commissioner attends. No other boards receive stipends for attendance.

OUT OF POCKET EXPENSES

The Mayor and Council have a shared nominal budget for travel, meetings, etc. On the rare occasion that Council members incur an expense, they may request reimbursement through the regular claims process.

Reimbursements are subject to the City's Purchasing Policy.

TRAVEL AND TRAINING COMMITMENTS

Occasionally, the Mayor or another designated member of Council may need to travel outside of Sturgis for a specific meeting or for a conference. Council does have a nominal travel budget, but travel by Council members is rare and must be approved by the Council in advance, in accordance with *Resolution 2010-24 City Council Travel Policy*.



Council members must submit a travel request (including the program / schedule) to the Mayor who can approve any expenses up to \$100. Approval by the majority of the Council is required for travel and training expenditures above \$100.00 (with exception of the Mayor who must report any travel expenditures in excess of \$750).

MEETING ATTENDANCE COMMITMENTS

As Council sets the policy for the City, there are several times throughout the month where Council representatives attend meetings in order to provide input on policy direction for staff or to allow Council participation with non-City entities.

Council Meetings:

The City Council meetings are held the first and third Mondays of the month with Executive Session at 6:00 PM and the regular meeting starting at 6:30 PM., usually in the Council Chambers at City Hall. At the beginning and/or the end of the meeting Council may move to go into "Executive Session" for one of the three reasons: Personnel, Legal and/or Contracts (per SDCL 1-25-2).

Occasionally, the Council will meet outside of this regular schedule for a special meeting or for a work session. As an example, Council may hold a special meeting to approve a special street closure request or to approve a contract. Council may hold a goal setting session immediately prior to the regular Council meetings. These types of meetings or work sessions are still public meetings. While staff tries to determine a time most convenient for the Council members, each Council member is still 'served' with formal notice of the meeting. This is done by the method elected by each individual Council member (email, fax, or personal delivery).

Council Sub-Committees:

The Council currently has several standing sub-committees. The purpose of these meetings is to get an idea of the constituent and Council concerns as related to the topic. Staff then use this information to finalize its proposals before the entire Council has an opportunity to review and consider the proposal. The topic is initially set by either the administrative needs of the City as brought forward by staff, the Council's request at a public meeting, and/or the Council's expressed goals.

The standing sub-committees are the following:

- Legal & Finance Committee: Address matters that may affect the budget and/or have a legal implication. As an example, Legal & Finance often deals with matters of economic development and contracts.
- Rally & Events Committee: Provide guidance on sponsorship opportunities and policy interpretation. Hear updates from Rally & Events Department on logistics and City planning as well as sponsorship fulfillment.
- Infrastructure Advisory Committee: Provides guidance on infrastructure projects and future needs planning. Prioritizes budgetary spending for such projects.
- Transition Team: In early February 2023, the former Sturgis City Manager Daniel Ainslie submitted notice of his resignation. At its regular meeting on February 21, 2023, the Council appointed an interim Management Team consisting of the following Department Heads: Finance Officer Fay Bueno, Public Works Director Rick Bush, Director of Communications Deb Holland, Administrative Services Lisa Katzenstein, City Attorney Mark Marshall and Police Chief Geody VanDewater. The Mayor was later recognized as a resource for this team as he assists, supports and guides the transition team as they perform the administrative duties they are tasked with. The transition team also relies heavily on the Mayor to provide communication and liaison to the wider Council. This team is responsible for carrying out the various administrative functions assigned to the Office of City Manager. The City is currently awaiting a decision from the South Dakota Supreme Court regarding outstanding legal questions related to the Office of City Manager. Upon release of this decision, the City Council anticipates opening recruitment for the Office of City Manager. There is no timeline on a possible decision being rendered.



From time to time, Council may establish a sub-committee of short-term duration to accomplish a specific goal (i.e. to review an ordinance or a Recruitment Committee for an appointed position).

City Boards & Commissions: The City has several Boards and Commissions established in accordance with City and state law.

- Sturgis Public Library Board of Trustees
- Municipal Utility (Water) Board (MUB)
- Park Board
- Planning Commission
- Sturgis Industrial Expansion Corporation Revolving Fund (SIECRF)
- Downtown Foundation / BID Board
- Hotel/Motel BID Board

Several of these Boards serve as advisory to the Council (Park and Planning) while others have distinct statutory authority (Library and MUB). The meetings held by all City established Boards and Commissions are open meetings. Their meetings are typically held monthly, but some may be held only as needed (i.e. SIECRF boards). One Council member is designated to attend each meeting as a Council liaison. This is a standing appointment to allow for continuity.

The Municipal Utility Board was established by vote in 1979. The three-person board is appointed by the Mayor for staggered six-year terms. The Board is responsible for the Sturgis Water system. The relationship between the City and the MUB is codified in an Operating Agreement signed in December 2011. This contract was amended in 2023.

The downtown Business Improvement District (BID) was formed in 2013 by City Ordinance to collect fees through a special assessment within this district. The money is used to promote public activities, beautification efforts and promotion of the area within the district. The BID Board consists of five owners of property within the BID who have been appointed by the City Manager.

The Mayor or Council may also establish an ad hoc committee with a particular advisement goal. Recent examples include the Fairgrounds Use Advisory Committee as well as the Aquatics Facility Committee.

Liaison to External Entities:

The City Council extends financial and other support to several entities. As such, it has seats on the Boards of several non-government entities. These seats may be filled by a designated Council member or a staff person.

- Black Hills Council of Governments
- Meade County Joint Communications Board (Dispatch)
- Sturgis Area Chamber of Commerce & Visitors' Bureau (SACC)
- Sturgis Economic Development Corporation (SEDC)
- Sturgis Motorcycle Museum & Hall of Fame
- Sturgis Rally Charities Foundation (SRCF)

ESTIMATED AVERAGE TIME COMMITMENT



It is estimated that each Council person will spend an average of 12 hours a week on formal City business. This estimate does not include time spent with constituents or working on a specific constituent request with the City Manager as the time involved in meetings with and phone calls/emails from constituents is variable and impossible to predict.

Council will likely spend 1 hour reviewing the weekly staff report, which does not include any follow-up time that may be required.

The public portion of the Council meeting typically lasts from 75 minutes to 90 minutes. Executive Session, when held, typically lasts an additional 60 minutes. But occasionally, the public or executive portions of the meetings may last several hours. Additionally, for each Council meeting, there may be approximately 1 to 2 hours of preparatory work and reviewing the packet.

The sub-committee meetings and Board/Commission meetings entail an average time commitment of 90 minutes as scheduled plus approximately 1 hour of preparatory time.

CODE OF CONDUCT

The Council has not adopted a formal Code of Conduct to guide behavior by Council members. However, Council members can be removed in the middle of their term through a recall petition under the circumstances listed in SDCL 3-17-6. Unfortunately, constituents often expect Council members to give up, to a degree, their privacy since the Council members hold public office. Therefore, residents may not distinguish actions, statements, or opinions given in the capacity of a private person, believing those to be the person's official position. Therefore, Council members are urged to use caution in what they say and what they do, whether acting in their official capacity as a Council member or as a private citizen, as the public may not understand the distinction.

CONFLICTS OF INTEREST

Conflicts of interest, real or perceived, can arise and Council members may be required to abstain from participating in a discussion or casting a vote. This most frequently happens in the course of approving the claims. For example, if the Council member is affiliated with the business or organization receiving the payment, he or she may wish to abstain from voting on the payment of that particular claim. While staff cannot advise directly on how a Council member should deal with a potential conflict of interest, Council members are encouraged to speak to the City Attorney for guidance on relevant state law and City ordinance(s) as the Council member decides upon his or her course(s) of action.

SOUTH DAKOTA MUNICIPAL LEAGUE

The South Dakota Municipal League is a great resource for Council members. The South Dakota Municipal League was organized in 1934 as a nonpartisan, nonprofit association of incorporated municipalities in South Dakota. The League's mission is the cooperative improvement of municipal government in South Dakota.

The Municipal League hosts an "Elected Officials Workshop" each year. New Council members are encouraged to attend as this one-day conference is designed to provide an overview to

municipal government. Additionally, there is a meeting in August for the Policy Committee, wherein the members determine the League's policy direction for the upcoming legislative session. Councils may submit proposals for the policy committee to review. (Further, should Council wish to have a stronger say in determining the League's policies, the Policy Committee is always interested in having new members.) The final policy is adopted at the League's annual conference in October – this guides the League's approach to the upcoming legislative session. Council members have designated City staff persons to sit on the Policy Committees and attend the annual conference, budget permitting. Council members are invited to participate in these events as well, should their schedules permit.

South Dakota municipalities have access to the League's strong research program and an effective legislative voice. As one example of the services the League provides is a calendar of those duties and responsibilities that the City is obligated to perform throughout the year. It incorporates the various statutory requirements into a consolidated grouping. While staff takes care of these duties on behalf of the Council, this calendar helps Council to understand the rhythms of the municipal calendar.

Additionally, our Finance Officer currently sits on the Board of Directors of the South Dakota Municipal League.

SOUTH DAKOTA MUNICIPAL LEAGUE

Their website is www.sdmunicipalleague.org.

APPENDIX A
COMMON ACRONYMS

BB (or BB Cemetery) Bear Butte Cemetery

BID Business Improvement District – The City currently has two (Downtown and Hotel and Motel).

CC (or SCC) Community Center

EMT Emergency Medical Technician

A certified emergency responder trained to either the “advanced” or “paramedic” level. EMT-Basics are now being retrained to the national designation of EMT-Advanced. The City makes every attempt to staff a Paramedic and an EMT for shifts. However, occasionally two EMTs will be scheduled. Both are highly trained, but an EMT-Advanced cannot provide drugs, cannot start an IV, and cannot do advanced airway management.

GASB Governmental Accounting Standards Board

The City of Sturgis follows these protocols when budgeting and accounting for general ledger, accounts payable and accounts receivable.

GIS Geographic Information Systems

A sub-department of Planning & Permitting. GIS is a computerized mapping tool used for decision making and comprehending geography. GIS provides a framework for gathering and organizing spatial and related information so that it can be displayed and analyzed. It uses GPS data to locate City assets on a map.

GPS Global Positioning System

Devices provide the exact location and time information anywhere on Earth with an unobstructed line of sight to a GPS satellite. The City will use this to locate every asset (i.e. buildings, water mains, manholes, fire hydrants, etc.) and the GIS department can put this information onto maps.

HR Human Resources

IT Information Technology

LFC Legal & Finance Committee

Sub-Committee of Council that advises staff on legal, financial and economic development matters

MPB Mountain Pine Beetle

An internal acronym used often by City staff

MUB Municipal Utility Board

P&Z Planning and Zoning

ROW Right of way

SACC Sturgis Area Chamber of Commerce

This entity receives funding from the City through the #211 budget.

SDCL South Dakota Codified Law

These can be found at <http://legis.state.sd.us/statutes/TitleList.aspx>

SEDC Sturgis Economic Development Corp.

This entity receives funding from the City yearly through the #211 budget fund account.

SMR Sturgis Motorcycle Rally

SMRi Sturgis Motorcycle Rally, Inc.

SIP Sturgis Information Publication

Monthly newsletter sent to all persons who have an active billing account

SVFD Sturgis Volunteer Fire Department

This entity receives funding from the City through the General Fund (Fire Department #4229).

TIF Tax Increment Financing

APPENDIX B DEPARTMENTS

The purpose of this section is to provide a very brief overview of the various City departments. For more information on each department, please see each department's section on the City website (www.sturgis-sd.gov).

PUBLIC WORKS

The Public Works Department oversees Capital Improvements, Streets, Street Cleaning (Sweeping), Street Lighting, Snow removal, Stormwater (runoff and drainages), Wastewater (sewer system), Sanitation (garbage collection and the Rubble Site), Buildings Maintenance, and GIS. (This includes mechanics to keep all Public Works equipment operating.)



The Director coordinates all the major capital improvement projects the City is undertaking in order to manage contracts, process change order requests, etc. GIS provides a framework for gathering and organizing spatial and related information so that it can be displayed and analyzed. They work with City departments to create maps and they work with the County on joint City/County GIS initiatives.

The Sanitation Department collects garbage and household refuse along both residential and business routes. Garbage is hauled to Belle Fourche for disposal in their landfill. The City's Rubble Site only accepts construction and demolition debris, tires, and white goods. It does not accept household garbage. The Sanitation Department also participates in the Citywide Spring and Fall Clean-up Weeks.



The Wastewater department operates under permit from the state Department of Environmental & Natural Resources. The facilities include 3 ponds on City property behind Sturgis Brown High School as well as a 4th pond on land along Highway 79. The City irrigates the land surrounding pond 4 as a means to increase capacity in the ponds. The City maintains a wastewater discharge permit for discharges into Bear Butte Creek when holding ponds (lagoons) are full as currently it can only do so under emergency conditions.

The Water Department is a division of the Public Works Department. However, water services and the water utility is governed by the Municipal Utility Board (MUB), which was established in 1979 by a vote of the residents. The MUB has an operating agreement with the City to delineate responsibilities of each party.

| | |
|----------------------------|---|
| Director: | Rick Bush |
| Sanitation Superintendent: | Jay Johnson |
| Streets Superintendent: | Marty Plaggemeyer |
| Wastewater Superintendent: | Mike Plaggemeyer |
| Water Superintendent: | Todd Youngberg |
| Fleet Superintendent: | Joshua Rumore |
| Office hours: | 1057 Dudley Street |
| | Monday through Thursday, 7:00 AM to 3:00 PM |
| | Friday 7:00 to 10:00 AM |
| | (605) 347-3916 |

PUBLIC SAFETY

The **Sturgis Police Department** consists of the Chief of Police, the Assistant Chief, 12 Patrol officers, 2 Detective, 2 School Resource Officers, 1 Animal Control Officer, 1 Animal Shelter Tech, and 1 Records/Office Manager. The Meade 46-1 provides 9 months of funding for two School Resource Officers, who work in the schools. The Police Department sponsors a Reserve Officer program. The PD increases staff during the Rally, hiring certified officers to assist with patrol as well as non-certified security guards. The Animal Shelter is overseen by the Police Department. It is located on Otter Road. The Shelter takes in animals from the City and Meade County. It does not receive county funding.

| | |
|--------------------------|--|
| Chief: | Geody Vandewater |
| Assistant Chief: | Brian Paulson |
| Facility: | 1400 Main Street Co-located with the Sheriff's Office & Meade County Jail (605) 347-5070 |
| Office / Investigations: | Monday through Friday, 8:00 AM to 4:00 PM |
| Patrol: | 24 hours a day, 7 days a week |



The **Sturgis Ambulance Service** provides around-the-clock emergency response to the City of Sturgis. Rural areas are also covered under an agreement with the Meade Rural Ambulance District. The Ambulance also provides medical transfer services within Ft. Meade and the Monument Health System. Staff consists of the Ambulance Director, critical care paramedics, paramedics, EMT-Advanced, EMT-Intermediate, and EMT-Bs as well as a billing/coder. We utilize both full-time and part-time employees to fill shifts. The City regularly staffs two and even three crews during peak hours. When the schedule crews are out of town (i.e. on a call or on a transfer), the City will always have a "standby crew" to handle any emergency calls while the primary crew is out of town. The City's relationship with Fort Meade is very important to the viability of the Ambulance Service. The Ambulance Service is an enterprise fund and is not subsidized by taxpayers. Dr. Sarah Lewis, D.O. with Sturgis Monument Hospital currently serves as the Medical Director for the Service.

| | |
|---------------------|---|
| Director: | Shawn Fischer, CC Paramedic |
| Facility: | 1901 Ballpark Road (605) 347-5801 |
| Office: | Monday through Friday, 8:00 AM to 5:00 PM |
| Emergency Response: | 24 hours a day, 7 days a week (Advanced Life Support) |

The **Sturgis Volunteer Fire Department** handles fire response within the City limits. The City provides financial resources, liability and worker's compensation insurance coverage, and building space. The Administrative Assistant for the Ambulance provides nominal administrative support and answers questions for visitors. The City has a Contract for Services in place with the Sturgis Volunteer Fire Department (SVFD). The mechanic for the Ambulance Service is also available to assist with vehicle repairs.

| | |
|-------------------|--------------------------|
| Fire Chief: | Scott Lensegrav |
| Assistant Chiefs: | Dan Grubl & Pat Urbanick |
| Facility: | 1901 Ballpark Road |

Office: (605) 347-5801
Monday through Friday, 8:00 AM to 5:00 PM
Emergency Response: 24 hours a day, 7 days a week

PARKS AND RECREATION

The City has various departments that provide recreation opportunities to residents.

The **Parks Department** is a division of the Public Works Department. Parks oversees the athletic fields, city parks, recreational trails system, Fort Meade's Barry Stadium, Sturgis Fairgrounds facility, and the Bear Butte Cemetery, totaling more than 100 acres of land. The Parks Department is also very involved in the logistical set-up for events throughout the summer. They also work closely with Main Street Beautification efforts (i.e. decorations at Rally Point). There are 10 parks with play structures and facilities. There are more than 10 miles of bike paths/recreational trails that the Parks Department maintains.

Public Works Director: Rick Bush
Superintendent: Cody King
Office: 1057 Dudley
See Public Works hours above
(605) 347-3916

The **Community Center** includes operations at the Armory (Auditorium) on Main Street and assists with the Fort Meade softball fields. They operate various youth sports programs (volleyball, basketball, and football) as well as adult leagues (softball). They host a variety of classes from swimming lessons and land/water aerobics as well as yoga and Zumba. They frequently partner with the school district and community arts groups. The Community Center staff also includes 4 custodians who handle cleaning and custodial duties for the Community Center, Armory, Public Works Office area, Library, and City Hall.



Director: Rod Heikes
Recreation Director: Shelby Weisz
Facility: 1401 Lazelle Street
Monday through Friday, 5:00 AM to 9:00 PM
Saturday, 8:00 AM to 8:00 PM (5:00 PM in summer)
Sunday, 12:00 PM to 8:00 PM (5:00 PM in summer)
(605) 347-6513

The **Sturgis Public Library** provides residents of Sturgis, Meade 46-1 School District, and Meade County with access to print materials, media, internet & computer access, art and various programming. They work to bring traveling exhibits to Sturgis. The Library currently receives funding from City of Sturgis as well as from the Meade County library tax revenues. The Library also is often successful at receiving funding from grant opportunities. The Library is overseen by the Library Board of Trustees in accordance with State statute.



| | |
|---------------------|---|
| Director: | Dr. Christopher Hahn |
| Assistant Director: | Donia Sichler |
| Facility: | 1040 Harley-Davidson Way |
| | Monday through Thursday, 8:30 AM to 7:00 PM |
| | Friday: 8:30 AM to 5:00 PM |
| | Saturday: 8:30 AM to 4:00 PM |
| | Closed Sundays |
| | (605) 347-2624 |

The **Rally & Events Department** oversees all aspects of the planning for the Sturgis Motorcycle Rally. The City's Sponsorship Coordinator is the City's primary point of contact with sponsors and potential sponsors. The Rally & Events staff manage the official Rally website as well as the private housing advertising. The Rally & Events Department is responsible for coordinating sponsorship fulfillment – buying and hanging banners, contracting food services, coordinating staffing, etc. as well as all the other logistical coordination required by the Rally. The Rally & Events Department also promotes and hosts several other events during the year: Music on Main (Wednesdays in the summer), Sturgis Camaro Rally (late June), ATV/UTV Rally (September), Bike Racing events (Wednesdays in the summer as well as a fall event). The Department also serves as the liaison to organizations and individuals planning events in our community, processing requests to use City property (from street closures to bleachers to additional garbage totes) and solicits staff feedback. Council is briefed on requests to use City property at Council meetings.

| | |
|-------------------------------|---|
| Rally & Events Director: | Tammy Even-Cordell |
| Sponsorship & Brand Director: | Lance Scherer |
| Facility: | 1040 Harley-Davidson Way |
| | Monday through Thursday, 7:00 AM to 6:00 PM |
| | Hours are subject to change during events. |
| | (605) 720-0800 |

LIQUOR STORE



The City of Sturgis has the only off-sale Liquor license in the City of Sturgis and, therefore, operates the Sturgis Liquor Store. This is a traditional retail operation complete with advertising budget and inventory to manage. Shoppers come from communities throughout the Hills and prairies to shop our selection. Although periodically the community will raise the question of privatizing this enterprise fund, in reality the on-going loss of revenue to the general fund that is provided by an annual dividend would be difficult to offset.

| | |
|---------------------|---|
| General Manager: | Travis Parker |
| Facility: | 1075 Lazelle Street |
| Hours of Operation: | Monday through Saturday, 8:00 AM to 11:00 PM Sunday, 10:00 AM to 8:00 PM (605) 347-5983 |

CITY ADMINISTRATION (*Position currently vacant. Hope to fill in 2024*)

The **City Manager** handles all aspects of administration for the City of Sturgis. The City Manager directly oversees the following Department Heads: Public Works, Planning & Permitting, Administrative Services, Liquor Store and Chief of Police. All Department Heads report to the City Manager (with the exception of the City Attorney, Director of Communications and the Finance Officer). The City Manager ensures that the City staff implements the policies instituted by Council.

The **Planning and Permitting Department** consists of the following sub-departments: Building Inspections and Code Enforcement. The Director, in their capacity as Code Enforcement Officer, responds to concerns that affect the quality of life within the City (overgrown lots, and inoperative vehicles, maintenance of structures, illegal signs, and public nuisances). The Director also coordinates with other Department Heads to ensure the City's planning for emergency situations and supervises and assists the Building Inspector and Planning Coordinator. The Building Inspector monitors all construction, alteration, removal, and/or demolition of buildings and structures within City limits as well as FEMA compliance. Variances, zoning and conditional use permit requests are also handled in this department by the Planning Coordinator to promote growth and safety. The department uses the Citizenserve land management software to perform and track the functions of the department. This software is cloud hosted and has a citizens' web portal so they may apply for building permits, contractor licenses, etc. online. (This system is also used to register vendors for the Rally.)

| | |
|--------------------------------|---|
| Director and Code Enforcement: | Dave Smith |
| Building Inspector: | Corina Tibbitts |
| Planning Coordinator: | Brittney Ragels |
| Office: | 1040 Harley-Davidson Way, Upstairs Monday - Friday, 7:00 AM to 6:00 PM (605) 347-4424 |

The **Director of Communications** ensures clear professional, and consistent communication between the public, media, and the Mayor and Council of Sturgis. The Director of

Communications acts as the official spokesperson for the Mayor and Council and is responsible for creation, programming, and scheduling of content to support the city's communication plans. This person serves as the primary editor and monitor of the city's social media content. The director manages the publication of the Sturgis Information Publication (SIP) and contractor newsletters and oversees the city website administration. This person develops and maintains effective communication across various platforms such as video, audio, web, and social media. The director addresses public queries and concerns regarding city actions and acts as the Public Information Officer for the Emergency Operations Team when needed. This position focuses on facilitating effective communication and public relations strategies to promote transparency and informed public engagement for the City.

The **Engineer** is a division of the Public Works Department and is the Floodplain Administrator for the City as well as responsible for the design, review and/or management of all City infrastructure projects. The City Engineer oversees the preparation of design, engineered plans and contract specifications for outsourced City infrastructure projects and handle bidding and bid openings for these projects.

| | |
|-----------------|--|
| City Engineer: | To be filled |
| Staff Engineer: | Jarred Fries |
| Office: | 1057 Dudley Street Monday through Thursday, 7:00 AM to 3:00 PM Friday 7:00 to 10:00 AM (605) 347-3916 |

The **Finance Office** processes all payments for the City of Sturgis, including utility billing. All payments (claims) as well as any money received are accounted for through their office. They ensure that staff follow budget and purchasing policies. They process bi-weekly payroll for all City staff. They also handle all aspects of document retention and ensure the City complies with open records. They manage the annual municipal election processes (as well as any special elections coming as a referendum). They process all liquor and malt beverage licensing. The Finance Office works with the City's independent auditors to ensure our accounting practices comply with GASB. The Finance Office currently handles the monthly utility billing for the Water, Sanitation and Wastewater Departments.

| | |
|-------------------------|---|
| Finance Officer: | Fay Bueno (<i>retiring Feb 2024</i>) |
| Deputy Finance Officer: | Adam Hosch |
| Office: | 1040 Harley-Davidson Way Monday through Thursday, 7:00 AM to 6:00 PM (605) 347-4422 |

The City has an in-house attorney. The **City Attorney** is closely involved in any litigation which may involve the City. The City Attorney is charged with identifying areas of legal and liability risk for the City. This office also prosecutes any City ordinance violations. This department also drafts ordinances and reviews any contracts to which the City may be a party (especially sponsorship contracts). This position also works closely with the Finance Office on open records as well as with the Human Resources Coordinator.

| | |
|-----------------|---|
| City Attorney: | Mark Marshall |
| Staff Attorney: | Eric Miller |
| Office: | 1040 Harley-Davidson Way, Upstairs Monday through Thursday, 7:00 AM to 6:00 PM |

(605) 347-4422

The **Administrative Services** Department manages recruitment and hiring, employee relations, payroll, benefits, employee discipline, and employee performance. The Director also handles risk services for the City – coordinating liability claims against the City as well as researching areas where the City may wish to purchase supplemental coverage. The Director currently oversees information technology and our relationship with third party IT consultant, Double Star Computing). The Library, Community Center and Ambulance report to the Administrative Services Director.

| | |
|---------------------|---|
| Director: | Lisa Katzenstein |
| Payroll & Benefits: | Jennifer Bush (also has Finance Office responsibilities) |
| Office: | 1040 Harley-Davidson Way Monday through Thursday, 7:00 AM to 6:00 PM (605) 347-4422 |

OTHER

The **Sturgis Municipal Airport** is managed through a services contract with CB&B Aviation. The Director of Planning & Permitting provides contract oversight of operations at the airport. In 2020, the City constructed six new T-Hangar stalls that are leased out. Thirty-eight privately owned hangars are also located at the airport with more currently under construction. A full-time flight school is also located at the airport. In 2023 a Super AWOS 3P was added providing certified weather for pilots.

APPENDIX C
LIST OF CURRENT BOARD AND COMMISSION MEMBERS
(AS OF JANUARY 2024)

**Park and
Forestry Board**

- Justin Bohn
- Allison Creed
- Angie Wilkerson (*Council*)
- Linn Birk
- Jeanie Blair
- Karen Lynas
- Megan Snyder

Municipal Utility Board

- Ron Waterland
- Shawn Mechling
- Ken Sabers
- Mayor Mark Carstensen

Planning and Zoning Commission

- Alex Usera (*Chair*)
- Dustin Bostrom
- Aaron Rabenberg (*Vice-Chair*)
- Rachel Hale
- Richelle Bruch
- Dusty Kirk
- Richelle Bruch
- Tony Dargatz (*Council Representative*)

Sturgis Public Library Board of Trustees

- President: Kristi "Cricket" Palmer (*Meade County Representative*)
- Vice President: Kelly Magdanz (*City Representative*)
- Treasurer: Cathie Anderson
- Terry Hermann (*City Representative*)
- Lance Scherer (*Meade County Representative*)
- Kristin Meuneir (*City Representative*)
- Beka Zerbst (*Council*)
- Library Director/Board Secretary: Dr. Christopher Hahn

Downtown BID District

- Mark Bruch
- Robin Baldwin
- Rosemary Roth
- Jeremy Vleim
- Terri Oedekoven

Hotel/Motel BID Board:

One representative from each hotel/motel in the City limits, Chamber of Commerce Director, Rally and Events Director and the City Manager.