



Sturgis City Council Regular Meeting Agenda

Monday, July 15, 2019

Executive Session 6:00 pm – Regular Session 6:30 pm
Commissioners' Room, Erskine Building
1300 Sherman Street, Sturgis, SD 57785

1. Call to Order
2. Approval of the Agenda
3. Executive Session
 - a. Legal Cases – 2
 - b. Contracts – 6
 - c. Personnel – 1
4. Pledge of Allegiance
5. Motion to Approve Affirm Signing of Lease Agreements and/or Sponsorships with:
 - a. MOTO Group, LLC
 - b. Progressive Casualty Insurance Company, Inc.-Addendum
 - c. Veterans of Foreign Wars of the United States-Addendum
6. Consideration to approve Affirm Signing of Contracts with:
 - a. Tailgate Entertainment, LLC d/b/a Texsign & Printing
 - b. USDA, South Dakota Beef Industry Council, Inc.
 - c. Amsoil, Inc.-Addendum
7. Informational Reports
 - Hotel Bid Board – 6/25/19 minutes
8. Announcements and Praise
9. City Manager's Report
 - a. Sales Tax Update
 - b. Budget Update
 - c. Payroll Changes – within budget:
 1. Community Center: Temp Rally Custodian–Dallas Prosser, Robert Parsons, Lorelee Stock - \$10.00; Temp Rally Custodian-Lisa Dachtler-\$11.00
 2. Ambulance: Critical Care Paramedic Part-Time Chris Jolley \$17.50; Paramedic Part-Time-Paul Rossum no wage change; Billing/Medical Coder-Halli Schulz change in duties, no wage change.
 3. Water: Transfer to Water/Wastewater Classification Wyatt Hix \$19.48
 4. Fire: Temporary Fire Fighter Shawn Fischer \$15.00, July 3-4

5. Rally & Events: Temp Rally-Laurie Behrens, \$10.00; Kathy Dykstra, \$10.25; Regan Smith, \$10.00; Mary Hanzlik, \$10.00, Cindy Wildeberger, \$10.00.

10. Consider Consent Calendar

- a. Consideration to approve minutes from the July 1, 2019 regular meeting.
- b. Consideration to set a public hearing for July 29, 2019 for a transfer of a Retail On-Off Sale Malt Beverage & SD Farm Wine License and a Retail On-Off Sale Wine & Cider License from Wanda's Kitchen to Robert Tompkins dba Dirty Dogs Roadhouse LLC at 1025 Junction.
- c. Consideration to set a public hearing for July 29, 2019 for a Resolution approving a street closure and lifting the open container law for the 13th Annual Sturgis Mustang Rally.

11. Approval of the claims

12. Public Hearings

- a. Consideration of Resolution 2019-48 Street Closure for Music on Main Budweiser Clydesdales & Parade.
- b. Consideration of a Special Events License for Fat Boys LLC (Kenny Price) at 1544 Lazelle (Samson's Corner) during Rally on August 2-11, 2019.
- c. Consideration to approve Resolution 2019-49 Resolution of Necessity for Special Assessment for Reimbursement of City Funds Used to Construct Utility Infrastructure

13. Reports

- a. Consideration to set Ambulance Service Boundaries
- b. Consideration of second reading of Ordinance 2019-07 – Supplemental Appropriations.
- c. Consideration to Approve Resolution 2019-50 Emergency Repairs Blanche/Sly Streets

14. Other matters that may come before the Council

To address the City Council, please stand behind the podium and state your name clearly into the microphone for the public record. Please keep your comments respectful and complete your comments in three minutes or less. If you are unable to approach the podium due to a physical limitation, a portable microphone will be provided.

15. Executive Session – SDCL 1-25-2 – if necessary.

16. Adjourn

Hotel BID Board Minutes

June 25, 2019

Meeting was called to order by Mina Patel. Others present were Jenni Hall, Veronica Grosek, Elizabeth Sorensen, Keith Bryant, Jerry Cole and Daniel Ainslie.

Approvals: A motion for approval of the agenda was by Jenni Hall, seconded by Keith Bryan. Approved. A motion for approval of past minutes was made by Jenni Hall, seconded by Keith Bryant. Approved.

Event Report: Jerry Cole reported that Music on Main has been exceptional so far and asked hotel owners to keep promoting it to their guests. The Tuesday Kids Movies have had an average of 20 kids per night, since it has been so rainy two have been held in the Sr. Center. The Camaro Rally is this Thursday thru Sunday. There are 150 registered (230 people) which is slightly below last year. The Black Hills 100 running race is this weekend as well. The Tatanka Bike Race for July 12 is cancelled, the organizer stated lack of volunteers and funds as a few reasons for the cancellation.

The Rally will be the next large event. The 2020 Rally dates on some websites are incorrect, the correct dates are August 7-16, 2020 for the 80th Anniversary. All hotels stated that their system does not allow for booking for the 80th yet. Discussion was held that international calls are up with Europe and Australia showing the most interest.

The Mustang Rally is August 30-September 2, Supermoto is September 6-7, and Oktoberfest September 21.

Old Business-

Financial Report- Daniel Ainslie reported that after obligations for digital advertising with HomeSlice and SD Tourism Advertising as well as funding for SD State Basketball Tournament that there is approximately \$46,000 in the account to use for Sturgis promotions. That does not include collections that will still occur in 2019.

Marketing- Daniel Ainslie stated that in 2019 there is \$50,000 in money for non-Rally marketing from June through November. This includes a \$25,000 state match and \$25,000 from the Hotel BID Board. There is \$110,000 in marketing advertisements for the Rally with \$40,000 coming from the City, \$20,000 from private investors and a state match of \$50,000. Jerry Cole added that the MidWest Travel magazine ad will be in the July/August issue.

New Business-

After some discussion the funding requests were as follows:

1. Scooptown Softball \$1,400 - Keith Bryant made a motion, Mina Patel seconded to approve this one-time request for equipment to host tournaments. This passed unanimously.
2. Little League Light Donation \$2,000 – Keith Bryant made a motion, Mina Patel seconded with unanimous approval to donate \$2000 this year to this fund with a suggestion for them to reapply next year and show the funding generated from other sponsors towards their \$350,000 goal. The request said that for a donation over \$250 that they will provide a banner. It was discussed that a large banner for the various motel/hotel properties within Sturgis with their logos and contact numbers would be fine.
3. Bluegrass Festival – Denied unanimously that not a benefit to the Sturgis area since it is held in a campground outside of city limits and most attendees stay at the campground.

Jerry Cole was asked to gather information on what travel shows the Black Hills Badlands goes to as well as a few other shows in the Midwest region. This will be looked at the next meeting with the idea of sending a representative to promote Sturgis. The possibility of bidding on bus tours was also discussed with a request for Jerry to gather information regarding this.

Discussion was held on other activities/promotions that could be created to get more people in Sturgis during the shoulder and winter months. Some of the ideas are as follows:

- Scooptown BB- Daniel will contact Jeremy Vliem to see if any assistance is needed to promote this event.
- Soccer Tournament July 12 – Daniel will contact Paul Smith and send an application if Paul wants to apply
- Contact Superintendent Simmons regarding possibly hosting events such as band/choir events, knowledge bowl, oral interp, debate, and/or one-act play competitions. Discussion was held about creating an event with a scholarship offer.
- Jerry Cole suggested a Turkey Hunting promotion since no other area nearby has this. Jerry will research hunting shows for promoting the event with a known hunter and TV coverage. Elizabeth Sorenson will contact the Turkey Track club for ideas. It was discussed that local businesses such as Dakota Arms and King of the Mountain should be contacted for the event if it occurs.

Keith Bryant made a motion to adjourn the meeting, Jenni Call seconded. Meeting adjourned.

The next meeting will be **July 23 at 10am** when the Lawrence and Schuler media team will present the marketing results for the current promotion as well as upcoming marketing plans.



Payroll Change/New Hire Form

Name Dallas Prosser

Job Title Custodian

Department Community Center

Brief Job Description (1-2 sentences) Perform custodial maintenance (cleaning bath-rooms, vacuum, sweep, mop, empty trash, etc.)

Status: (Full time, Part time, Seasonal, etc.) Rally (Temporary)

New Wage \$10.00

Effective Date July 22, 2019

Council Date July 15, 2019

Comments: (Indicate whether within budget, new position, replacement employee, etc.)
Within budget

Experience Works

Signature of Department Head Rod Heikes 

Reviewed by Human Resources:
Lisa Katzenstein 

Authorization to hire:
Daniel Ainslie, City Manager 



Payroll Change/New Hire Form

Name Robert Parsons

Job Title Custodian

Department Community Center

Brief Job Description (1-2 sentences) Perform custodial maintenance (cleaning bath-rooms, vacuum, sweep, mop, empty trash, etc.)

Status: (Full time, Part time, Seasonal, etc.) Rally (Temporary)

New Wage \$10.00

Effective Date July 22, 2019

Council Date July 15, 2019

Comments: (Indicate whether within budget, new position, replacement employee, etc.)

Within budget

New hire.

Signature of Department Head Rod Heikes 

Reviewed by Human Resources:
Lisa Katzenstein 

Authorization to hire:
Daniel Ainslie, City Manager 



Payroll Change/New Hire Form

Name Loralee Stock

Job Title Custodian

Department Community Center

Brief Job Description (1-2 sentences) Perform custodial maintenance (cleaning bath-rooms, vacuum, sweep, mop, empty trash, etc.)

Status: (Full time, Part time, Seasonal, etc.) Rally (Temporary)

New Wage \$10.00

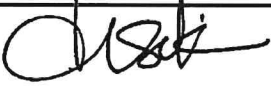
Effective Date July 22, 2019

Council Date July 15, 2019

Comments: (Indicate whether within budget, new position, replacement employee, etc.)
Within budget

New hire.

Signature of Department Head Rod Heikes 

Reviewed by Human Resources:
Lisa Katzenstein 

Authorization to hire:
Daniel Ainslie, City Manager 



Payroll Change/New Hire Form

Name Lisa Dachtler

Job Title Custodian

Department Community Center

Brief Job Description (1-2 sentences) Perform custodial maintenance (cleaning bath-rooms, vacuum, sweep, mop, empty trash, etc.)

Status: (Full time, Part time, Seasonal, etc.) Rally (Temporary)

New Wage \$11.00

Effective Date July 22, 2019

Council Date July 15, 2019

Comments: (Indicate whether within budget, new position, replacement employee, etc.)

Within budget

Returning Rally employee (Original start date: 7/27/2015)

Signature of Department Head Rod Heikes 

Reviewed by Human Resources:

Lisa Katzenstein



Authorization to hire:

Daniel Ainslie, City Manager





Payroll Change/New Hire Form

Name Chris Jolley

Job Title Critical Care Paramedic

Department Sturgis Ambulance Service

Brief Job Description (1-2 sentences) Responds to emergencies and dispatches
at the Paramedic level, with ability to provide
the higher level of "critical [medical] care".

Status: (Full time, Part time, Seasonal, etc.) Part-time / PRN
Max 1,039 hours per year, less than 20hrs per week

New Wage \$17.50

Effective Date July 1, 2019

Council Date July 15, 2019

Notes: (Indicate whether within budget, new position, replacement employee, etc.)
Within budget.

New hire (although Chris worked for the Sturgis Ambulance Service several
years ago.)

Signature of Department Head Shaun Fisher

Reviewed by Human Resources:

Lisa Katzenstein

[Signature]

Authorization:

Daniel Ainslie, City Manager

[Signature]



Payroll Change/New Hire Form

Name Paul Rossum

Job Title Paramedic

Department Sturgis Ambulance Service

Brief Job Description *(1-2 sentences)* Responds to emergencies and dispatches at the Paramedic level.

Status: *(Full time, Part time, Seasonal, etc.)* Part-time (PRN)
(Less than 1,039 hours per year)

New Wage No change

Effective Date July 15, 2019

Council Date July 15, 2019

Notes: (Indicate whether within budget, new position, replacement employee, etc.)
Within budget.

Paul is changing from full-time to part-time (PRN) status.

Signature of Department Head

Shaun Fischer

Reviewed by Human Resources:

Lisa Katzenstein

[Signature]

Authorization:

Daniel Ainslie, City Manager

[Signature]



Payroll Change/New Hire Form

Name Halli Schulz

Job Title Billing/Medical Coder

Department Sturgis Ambulance Service

Brief Job Description (1-2 sentences) Handle day-to-day billing (entering payments
VA billing, coding bills, answering customer
inquiries, appealing denials, sending out bill
statements, etc.)

Status: (Full time, Part time, Seasonal, etc.) No change

New Wage No change

Effective Date July 1, 2019

Council Date July 15, 2019

Notes: (Indicate whether within budget, new position, replacement employee, etc.)

Will only run on ambulance calls when no stand-by crew members are available.

Certified with the National Academy of Ambulance Coding

Signature of Department Head

Shaun Fischer

Reviewed by Human Resources:

Lisa Katzenstein

[Signature]

Authorization:

Daniel Ainslie, City Manager

[Signature]



Payroll Change/New Hire Form

Name Wyatt Hix

Job Title Water Operator

Department Water

Brief Job Description *(1-2 sentences)* Ensure water quality through entire water system.
Perform checks on operation and maintenance of wellhouses and vaults. Complete
maintenance service calls. Participate in the repair of leaks. Participate in
infrastructure improvements.

Status: *(Full time, Part time, Seasonal, etc.)* Transfer to Water/Wastewater Classification

New Wage \$19.48



Effective Date July 8, 2019

Council Date July 15, 2019

Notes: *(Indicate whether within budget, new position, replacement employee, etc.)*
Within budget. (Paid at 3 years service)

Successfully tested for all required Water Distribution and Treatment certifications.
Experience and knowledge now fully complies with the Water Operator job description.

Signature of Department Head Rick Bush, PWD Director

Reviewed by Human Resources: Lisa Katzenstein	
Authorization to hire: Daniel Ainslie, City Manager	



Payroll Change/New Hire Form

Name Shawn Fischer

Job Title Temporary Fire Fighter

Department Fire

Brief Job Description (1-2 sentences) Provide fire response and emergency support during the 4th of July period

Status: (Full time, Part time, Seasonal, etc.) Temporary

New Wage \$15.00 per hour

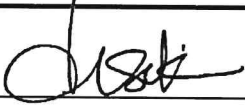

Effective Date July 3rd and 4th, as scheduled

Council Date July 1, 2019

Notes: (Indicate whether within budget, new position, replacement employee, etc.)
Within budget. Listed originally as TBD

We have hired fire fighters the last 3 years to guarantee fire response due to the higher risk of fires during to the 4th of July (i.e. fireworks).

Signature of Department Head Daniel Ainslie, City Manager

Reviewed by Human Resources: Lisa Katzenstein	
Authorization: Daniel Ainslie, City Manager	



Payroll Change/New Hire Form

Name Laurie Behrens

Job Title Photo Tower Attendant

Department Sturgis Rally & Events Dept

Brief Job Description *(1-2 sentences)* Assist visitors; monitor photo tower usage;
accept payments; answer questions; ensures
safety of the tower users.

Status: *(Full time, Part time, Seasonal, etc.)* Rally Temporary

New Wage \$10.00

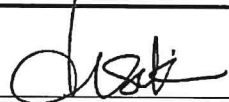

Effective Date July 29, 2019

Council Date July 15, 2019

Notes: *(Indicate whether within budget, new position, replacement employee, etc.)*
Within budget. We will also have a 1.5 hour staff training
the week of July 29th.

New hire

Signature of Department Head Jerry Cole

Reviewed by Human Resources: Lisa Katzenstein	<u></u>
Authorization: Daniel Ainslie, City Manager	<u></u>



Payroll Change/New Hire Form

Name Kathy Dykstra

Job Title Info Booth Attendant

Department Sturgis Rally & Events Dept

Brief Job Description (1-2 sentences) Assist visitors, answers questions, locates vendors for visitors, help visitors orient themselves, sells merchandise, handles payments, etc.

Status: (Full time, Part time, Seasonal, etc.) Rally Temporary

New Wage \$10.25

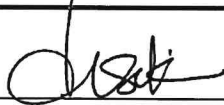

Effective Date July 29, 2019

Council Date July 15, 2019

Notes: (Indicate whether within budget, new position, replacement employee, etc.)
Within budget. We will also have a 1.5 hour staff training the week of July 24th.

Kathy has worked intermittently for the Rally: 2018, 2016, 2014, 2012, 2011, & 2010.

Signature of Department Head Jerry Cole

Reviewed by Human Resources: Lisa Katzenstein	
Authorization: Daniel Ainslie, City Manager	



Payroll Change/New Hire Form

Name Regan Smith

Job Title Photo Tower Attendant

Department Sturgis Rally & Events Dept

Brief Job Description (1-2 sentences) Assist visitors; monitor photo tower usage;
accept payments; answer questions; ensures
safety of the tower users.

Status: (Full time, Part time, Seasonal, etc.) Rally Temporary

New Wage \$10.00

Effective Date July 29, 2019

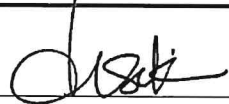

Council Date July 15, 2019

Notes: (Indicate whether within budget, new position, replacement employee, etc.)
Within budget. We will also have a 1.5 hour staff training
the week of July 29th.

REVISED

Returning employee (originally hired 8/3/2018)

Signature of Department Head Jerry Cole

Reviewed by Human Resources: Lisa Katzenstein	
Authorization: Daniel Ainslie, City Manager	



Payroll Change/New Hire Form

Name Mary Hanzlik

Job Title Info Booth Attendant

Department Sturgis Rally & Events Dept

Brief Job Description *(1-2 sentences)* Assist visitors, answers questions, locates
vendors for visitors, help visitors orient
themselves, sells merchandise, handles
payments, etc.

Status: *(Full time, Part time, Seasonal, etc.)* Rally Temporary

New Wage \$10.00

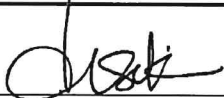
Effective Date August 1, 2019

Council Date July 1, 2019

Notes: *(Indicate whether within budget, new position, replacement employee, etc.)*
Within budget. Revised - corrected name.

Returning Rally employee. Originally hired July 31, 2014.

Signature of Department Head Jerry Cole

Reviewed by Human Resources:
Lisa Katzenstein 

Authorization:
Daniel Ainslie, City Manager 



Payroll Change/New Hire Form

Name Cindy Wildeberger

Job Title Info Booth Attendant

Department Sturgis Rally & Events Dept

Brief Job Description *(1-2 sentences)* Assist visitors, answers questions, locates vendors for visitors, help visitors orient themselves, sells merchandise, handles payments, etc.

Status: *(Full time, Part time, Seasonal, etc.)* Rally Temporary

New Wage \$10.00

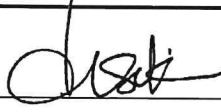
Effective Date August 1, 2019

Council Date July 1, 2019

Notes: *(Indicate whether within budget, new position, replacement employee, etc.)*
Within budget. Revised.
We will also have a 1.5 hour staff training the week of July 29th.

Returning Rally employee. Also works Front Desk year-round at SCC.

Signature of Department Head Jerry Cole

Reviewed by Human Resources: Lisa Katzenstein	
Authorization: Daniel Ainslie, City Manager	