



## City Council Meeting AGENDA

**DATE:** Monday, May 18, 2026  
**TIME:** Regular Meeting - 6:30 PM  
**PLACE:** Council Chambers - City Hall, 1040 Harley-Davidson Way, Sturgis SD  
Page

### **1. CALL TO ORDER REGULAR MEETING OF THE CITY COUNCIL**

### **2. PLEDGE OF ALLEGIANCE/PRAYER**

### **3. APPROVAL OF THE AGENDA**

### **4. ANNOUNCEMENTS AND PRAISE**

### **5. NON-AGENDA MATTERS THAT MAY COME BEFORE THE COUNCIL**

To address the City Council, please stand behind the front table 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.

#### **5.1. Non-agenda matters that may come before the Council**

### **6. DEPARTMENT UPDATES**

#### **5 - 9 6.1. April 2026 Sales Tax Informational Update** [Agenda Item Report - Pdf](#)

### **7. MAYOR'S REPORT**

### **8. CONSIDER CONSENT AGENDA**

- 10            8.1.    Consideration to Set Public Hearing – Use on Review Application (In-Home Business) for June 2, 2026 for 2304 Colorado Drive, Sturgis, SD for proposed cottage bakery.  
[Agenda Item Report - Pdf](#)
- 11            8.2.    Consideration to Set Public Hearing – Use on Review Application (In-Home Business) for June 2, 2026 for 3408 Davenport Loop, Sturgis SD for proposed preschool.  
[Agenda Item Report - Pdf](#)
- 12            8.3.    Payroll - Julie Dobler - Liquor Store Clerk (Seasonal) (Liquor) - \$16.29 (non-exempt); Heidi Komes - Liquor Store Clerk (Seasonal) (Liquor) - \$16.29 (non-exempt)  
[Payroll Report - Pdf](#)
- 13 - 20       8.4.    Consideration to set a public hearing for June 1 for an amendment to Resolution 2026-06 for the 2026 Sturgis Area Chamber Battle of the Bands Pre-Party to include a street closure.  
[Agenda Item Report - Pdf](#)
- 21 - 29       8.5.    Consideration to set a public hearing to amend Resolution 2026-09 for the 2026 Music on Main - Street Closure and Lifting of Open Container Ban.  
[Agenda Item Report - Pdf](#)
- 30 - 34       8.6.    Consider Municipal Concurrence in Real Property Tax Abatement Application Submitted by Brian Carter for Property Located at 162 Malibu Loop  
[Agenda Item Report - Pdf](#)
- 35 - 39       8.7.    Consider Municipal Concurrence in Real Property Tax Abatement Application Submitted by Jerry and Mary Humble for Property Located at 90 Belair Court  
[Agenda Item Report - Pdf](#)

## **9.    APPROVAL OF THE CLAIMS**

- 40 - 76       9.1.    [Council Bills 05182026](#)  
[Mastercard May 2026](#)  
[Salary Sheet 05082026](#)

## **10.   PUBLIC HEARINGS**

## **11.   REPORTS**

- 77 - 79      11.1. Consideration to approve first reading of city code to amend the following chapters: (1) 150 building regulations § 150.054 certificate of occupancy; (2) 156 zoning regulations, manufactured single-family homes, moderate density (MH-1) § 156.150 description; (3) § 156.151 permitted uses; and (4) § 156.156 floodplain requirements  
[Agenda Item Report - Pdf](#)
- 80 - 177      11.2. Consideration of Award for Airport Snow Removal Equipment Acquisition Project (AIP/AIG #3-46-0054-026/027-2026)  
[Agenda Item Report - Pdf](#)
- 178 - 189      11.3. Introduction of Ordinance 2026-05 - An Ordinance Amending Chapter 30 of the Sturgis City Code Regarding Municipal Elections, Council Officers, Vacancies, Special Elections, and Runoff Elections.  
[Agenda Item Report - Pdf](#)
- 190 - 221      11.4. Consideration to Authorize the Mayor to sign Transportation Alternatives (TA) Agreement – TAPU(58) PCN 0AGN with the South Dakota Department of Transportation.  
[Agenda Item Report - Pdf](#)
- 222 - 224      11.5. Consider Professional Service Agreement with Dakota Prairie Landscapes, LLC for the Lions Club Pond Shoreline Improvement Project  
[Lions Club Pond Professional Services Agreement final](#)
- 225 - 233      11.6. Consider Resolution 2026-23 Approving an Agreement with the Black Hills Area Community Foundation Establishing the Sturgis Animal Shelter Fund  
[Agenda Item Report - Pdf](#)

## **12. EXECUTIVE SESSION**

- 12.1. a. Pursuant to SDCL 1-25-2 (1), Personnel:  
b. Pursuant to SDCL 1-25-2 (3), Legal:  
c. Pursuant to SDCL 1-25-2 (4), Contracts:  
d. Pursuant to SDCL 1-25-2 (5), Marketing:  
e. Pursuant to SDCL 1-25-2 (6), Security:

## **13. RESUME OPEN MEETING**

- 13.1. Return to Open Session

## **14. ADJOURN**

## **15. ADA ACCOMMODATION**

If you desire to attend this public meeting and are in need of special accommodations (including participation by telephone), please notify the Finance Office by 10am on the day of the meeting so that appropriate auxiliary aids and services may be coordinated. The Finance Office can be reached at (605) 347-4422, option 1.

**Meeting Date:** City Council - May 18 2026

**Agenda Item:** April 2026 Sales Tax Informational Update

**Prepared By:** Aaron Jordan, City Administrator

### **BACKGROUND INFORMATION:**

Title 20 of the City of Sturgis Ordinances authorizes the City to collect a 2% municipal sales tax on most items and services purchased within the City. Revenue from this tax is distributed into three primary municipal funds:

- 50% – General Fund
- 45% – Capital Improvement Fund
- 5% – Equipment Replacement Fund

These revenues are critical to the City's financial structure. The General Fund supports core municipal services including Police, Fire, Library, Parks, Recreation, and other general government operations. The Capital Improvement Fund provides funding for infrastructure investments such as road reconstruction, road overlays, park enhancements, and community facility upgrades. The Equipment Replacement Fund is used to fund the replacement of municipal fleet and heavy equipment including road graders, plow trucks, and other operational vehicles.

In addition to the general municipal sales tax, Title 20.03 authorizes a 1% special tax, commonly referred to as the Bed, Board, Booze, and Ticket (BBB) tax, which applies to:

- Lodging accommodations for periods less than 28 consecutive days
- Alcoholic beverage sales
- Restaurants and prepared food establishments
- Admissions and ticket sales to amusement, athletic, and cultural events

Revenue generated from the BBB tax is restricted by ordinance and may be used only for purposes related to community facilities, land acquisition, construction costs, operations of civic and athletic facilities, and promotion and advertising of the municipality and its attractions.

### **DISCUSSION:**

General Sales Tax (1% portion):

- April 2026 collections are 7.40% higher than April 2025
- Year-to-date (first four months of 2026):
  - +4.20% vs. 2025
  - +12.53% vs. 2024
- Indicates continued positive growth trends and sustained economic activity within the community

Municipal Gross Receipts (BBB Tax – 1%):

- April 2026 collections are 0.51% lower than April 2025
- Year-to-date:
  - +5.69% vs. 2025
  - +2.60% vs. 2024
- Despite a slight decline in April collections compared to last year, year-to-date revenues continue to reflect overall growth in tourism, hospitality, entertainment, and restaurant-related activity within the community heading into the summer and Rally season.

**ATTACHMENTS:**

[April 2026 Sales Tax Report](#)

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - May 13 2026



OFFICE OF THE CITY ADMINISTRATOR  
1040 HARLEY-DAVIDSON WAY  
STURGIS, SD 57785  
605.347.4422 | STURGIS-SD.GOV

## April 2026 Sales Tax Update

Title 20 of the Sturgis City Ordinance authorizes the City to collect a 2% sales tax on most items and services purchased in the City of Sturgis. The City deposits these taxes into the following funds

- 50% into the General Fund
- 45% into the Capital Improvement Fund
- 5% into the Equipment Replacement Fund

The General Fund provides the revenue needed to support Police, Fire, Library, Parks, Recreation and other needs.

The Capital Improvement Fund provides the funding for various scheduled infrastructure upgrades including road reconstruction, road overlays, park enhancements, community center upgrades, etc.

The Equipment Replacement Fund provides the funding for most of the City's fleet replacement (road graders, trucks, plows, etc.).

Title 20.03 authorizes the City to collect special bed, board, booze and ticket sales tax of 1% upon the gross receipts from the sale of leases or rentals of hotel, motel, campsites or other lodging accommodations within the municipality for the period of less than twenty-eight (28) consecutive days, the sale of alcoholic beverages as defined in SDCL 35-1-1, establishments where the public eat, dine or purchase and carry out prepared food for immediate consumption, and ticket sales or admissions to places of amusement, athletic and cultural events.

Revenue from this tax may be used only for the purpose of land acquisition, architectural fees, construction cost, payments for the civic center, auditoriums or athletic facility buildings, including maintenance, staffing and operations of such facilities, and the promotion and advertising of the municipality, its facilities, attractions and activities.

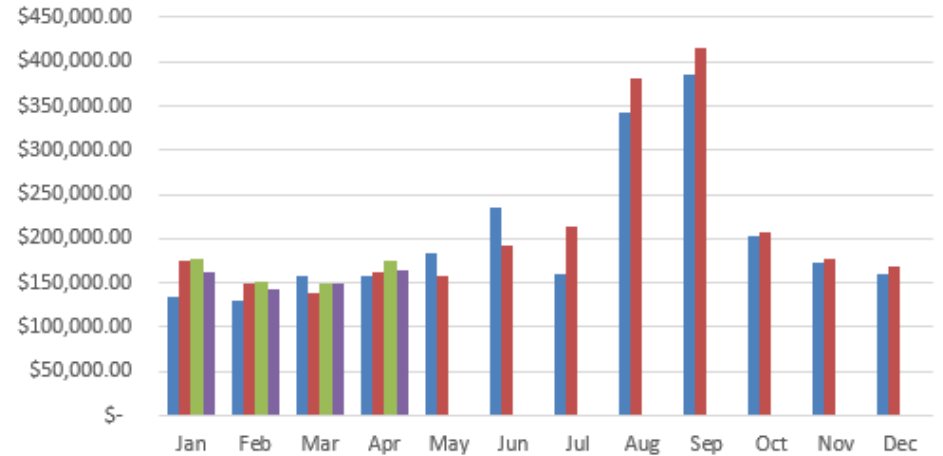
## April 2026 Sales Tax Update

### General Fund - Sales Tax (1%)

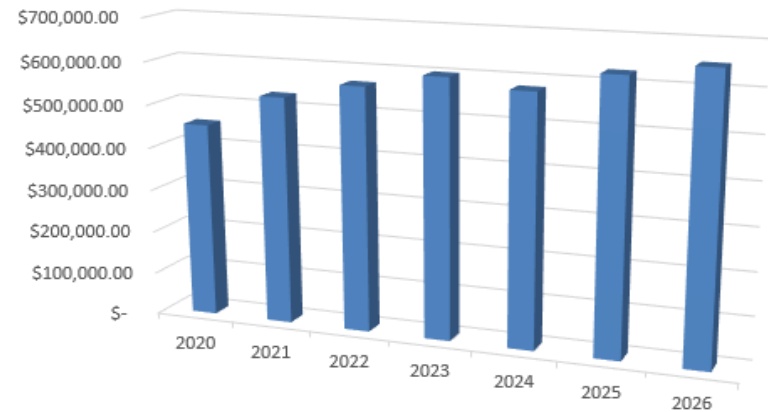
Sales in April 2026 are **7.40% higher** than April of 2025. Year-to-date sales for the first four months of 2026 are **4.20% higher** than in the same period in 2025 and **12.53% higher** than the same period in 2024.

|          | 2024                 | 2025              | 2026              | Average       |
|----------|----------------------|-------------------|-------------------|---------------|
| Jan      | \$ 135,388.26        | \$ 175,607        | \$ <b>176,391</b> | \$ 162,462.00 |
| Feb      | \$ 130,130.44        | \$ 149,440        | \$ <b>151,166</b> | \$ 143,578.91 |
| Mar      | \$ <b>157,355.56</b> | \$ 138,352        | \$ 150,117        | \$ 148,608.18 |
| Apr      | \$ 156,949.65        | \$ 162,760        | \$ <b>174,811</b> | \$ 164,840.14 |
| May      | \$ 184,487.59        | \$ 157,429        |                   |               |
| Jun      | \$ 236,265.19        | \$ 191,762        |                   |               |
| Jul      | \$ 159,596.65        | \$ 213,673        |                   |               |
| Aug      | \$ 343,349.79        | \$ 380,455        |                   |               |
| Sep      | \$ 386,268.19        | \$ 414,649        |                   |               |
| Oct      | \$ 203,699.14        | \$ 206,606        |                   |               |
| Nov      | \$ 173,156.70        | \$ 176,827        |                   |               |
| Dec      | \$ 159,152.93        | \$ 168,895        |                   |               |
| YTD      | \$ 579,824           | \$ <b>626,159</b> | \$ <b>652,485</b> | \$ 619,489    |
| GF TOTAL | \$ 2,425,800         | \$ 2,536,455      | \$ 652,485        | \$ 619,489    |

General Sales Tax: Three Year By Month Comparison



Jan-Apr 2026: General Sales Tax Comparison



### LEGEND

**BOLD**

Highest Month

**HIGHLIGHT**

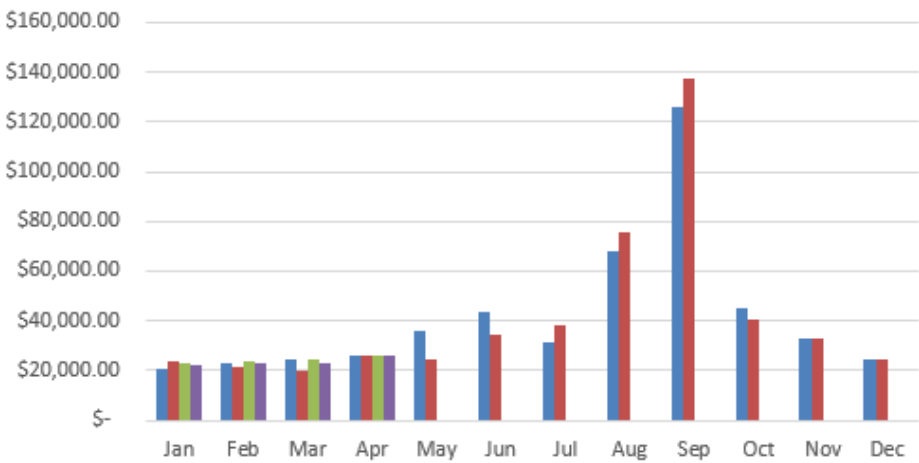
Above 3-Year Average

**Municipal Gross Receipt Tax (MGRT) / (BBB) - Sales Tax (1%)**

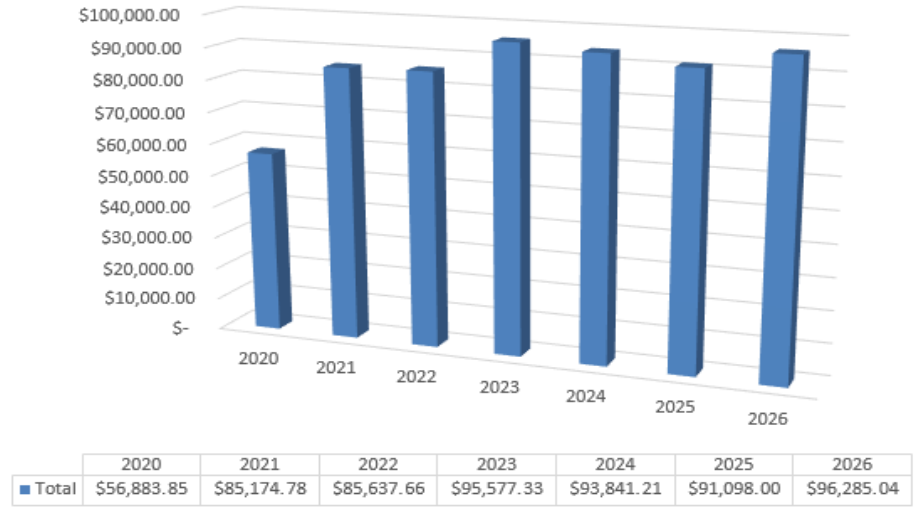
For April 2026, these related sales are **0.51% Lower** than April of 2025. Year-to-date sales for the first four months of 2026 are **5.69% higher** than the same period in 2025 and **2.60% higher** than the same period in 2024.

|           | 2024          | 2025          | 2026         | Average      |
|-----------|---------------|---------------|--------------|--------------|
| Jan       | \$ 20,377.62  | \$ 23,635.52  | \$ 22,826.47 | \$ 22,279.87 |
| Feb       | \$ 22,770.52  | \$ 21,786.92  | \$ 23,368.50 | \$ 22,641.98 |
| Mar       | \$ 24,559.78  | \$ 19,793.04  | \$ 24,339.56 | \$ 22,897.46 |
| Apr       | \$ 26,133.29  | \$ 25,882.52  | \$ 25,750.51 | \$ 25,922.11 |
| May       | \$ 36,043.30  | \$ 24,283.20  |              |              |
| Jun       | \$ 43,450.57  | \$ 34,631.82  |              |              |
| Jul       | \$ 31,523.52  | \$ 38,071.80  |              |              |
| Aug       | \$ 68,064.46  | \$ 75,615.87  |              |              |
| Sep       | \$ 125,737.49 | \$ 137,812.04 |              |              |
| Oct       | \$ 45,443.44  | \$ 40,749.08  |              |              |
| Nov       | \$ 32,926.90  | \$ 32,513.08  |              |              |
| Dec       | \$ 24,500.27  | \$ 24,147.67  |              |              |
| YTD       | \$ 93,841     | \$ 91,098     | \$ 96,285    | \$ 93,741    |
| BBB TOTAL | \$ 501,531    | \$ 498,923    | \$ 96,285    | \$ 93,741    |

Special Sales Tax: Three Year By Month Comparison



Jan-Apr 2026: Special Sales Tax Comparison



**LEGEND**

- BOLD** Highest Month
- HIGHLIGHT** Above 3-Year Average

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consideration to Set Public Hearing – Use on Review Application (In-Home Business) for June 2, 2026 for 2304 Colorado Drive, Sturgis, SD for proposed cottage bakery.

**Prepared By:** Rick Bush, Director of Public Works

## BACKGROUND INFORMATION:

The City has received a Use on Review application for an in-home business located at 2304 Colorado Drive. The applicant is proposing to operate a cottage bakery from the residence. The Planning Commission has scheduled consideration of the request during its regular meeting on June 2, 2026 at 5:30 p.m.

## DISCUSSION:

Staff recommends the City Council set the required public hearing date to allow for formal review and public comment regarding the proposed Use on Review application.

## CODE REFERENCES:

Chapter 156 of the City Code (formerly Title 18)

## BUDGET IMPACT:

Publication and administrative costs associated with the required public hearing notice.

## RECOMMENDATION:

Staff recommends to the council to set a public hearing for the Use on Review application submitted for the property located at 2304 Colorado Drive.

## Approved By:

Rick Bush, Director of Public Works

## Status:

Approved - May 12 2026

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consideration to Set Public Hearing – Use on Review Application (In-Home Business) for June 2, 2026 for 3408 Davenport Loop, Sturgis SD for proposed preschool.

**Prepared By:** Rick Bush, Director of Public Works

## BACKGROUND INFORMATION:

The City has received a Use on Review application for an in-home business located at 3408 Davenport Loop. The applicant is proposing to operate a preschool identified as Future Little Learners Academy from the residence. The Planning Commission has scheduled consideration of the request during its regular meeting on June 2, 2026 at 5:30 p.m.

## DISCUSSION:

Staff recommends the City Council set the required public hearing date to allow for formal review and public comment regarding the proposed Use on Review application.

## CODE REFERENCES:

Chapter 156 of the City Code (formerly Title 18)

## BUDGET IMPACT:

Publication and administrative costs associated with the required public hearing notice.

## RECOMMENDATION:

Staff recommends to the council to set a public hearing for the Use on Review application submitted for the property located at 3408 Davenport Loop, Sturgis, SD.

## Approved By:

Rick Bush, Director of Public Works

## Status:

Approved - May 12 2026

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Payroll - Julie Dobler - Liquor Store Clerk (Seasonal) (Liquor) - \$16.29 (non-exempt); Heidi Komes - Liquor Store Clerk (Seasonal) (Liquor) - \$16.29 (non-exempt)

**Prepared By:** Carrie Belawske, Human Resources

## BACKGROUND INFORMATION:

The Sales Clerk position staffs the cash register processing all sales through our point of sale system. The clerk ensures compliances with all alcohol sales regulations, checking identifications, etc. The clerk stocks shelves and coolers with product. The clerk answers customer questions and recommends product. The clerk maintains the cleanliness of building (i.e. cleans bathrooms, mops floors) and shelves (i.e. dusting and straightening product).

The Stocker position maintains inventory on the sales floor, assists with receiving, loading and unloading inventory. The Stocker answers buyer questions about inventory location, selection, etc. They also ensure the Store is clean and provide a theft deterrent by being physically in the aisles. The Stockers may be cross trained to provide back-up to the clerks. Stockers are also asked to make the daily inventory runs from Rapid. As such, they drive the City's Liquor Store van.

Seasonal sales clerk work as scheduled for a maximum of 1,039 hours per year.

These non-exempt positions are not benefited.

## DISCUSSION:

Ms. Dobler and Ms. Komes are returning Seasonal Liquor Store employees.

## BUDGET IMPACT:

None. The Liquor Store budgets for seasonal & Rally employees to meet demand.

## Approved By:

Aaron Jordan, City Administrator

## Status:

Approved - May 12 2026

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consideration to set a public hearing for June 1 for an amendment to Resolution 2026-06 for the 2026 Sturgis Area Chamber Battle of the Bands Pre-Party to include a street closure.

**Prepared By:** Robin Korth, Deputy Finance Officer

## BACKGROUND INFORMATION:

Sturgis Chamber of Commerce will be hosting the 2026 Battle of the Bands Pre-Party on Friday, June 5, 2026. This event was already approved by this council at a previous meeting in March. The Chamber is asking for a portion of Harley-Davidson Way from Main St to the alley north to be closed for food trucks.

## DISCUSSION:

The 2026 Battle of the Bands Pre-Party is a concert to kick off the annual event which starts the next day.

Use of City Equipment - Use of Harley-Davidson Rally Point, trash totes, picnic tables, light-weight panels for street closure, sand bags.

Open Container - Organizers are requesting the ban on open containers be lifted within the normal downtown event area, as seen on the attached boundary map. This will be for Friday, June 6, from 4:00 - 10:00 PM. Informational signs will be on display throughout the open container area.

The Chamber will provide their own sound system for this event.

## ATTACHMENTS:

[City Map - BOTB Pre-Party](#)  
[SACC Battle of the Bands Pre-Party](#)  
[Non-Rally open Container Map updated 2024](#)  
[Resolution 2026-06 Battle of the Bands Pre-Party](#)

## Approved By:

Aaron Jordan, City Administrator

## Status:

Approved - May 13 2026



# **Special Event & Use of City Property Application**

(Updated April 2025)

Application must be submitted at least **60 days** in advance of event to be get proper approval completed.

**FILL OUT COMPLETELY OR IT WILL NOT BE APPROVED!**

Please Return Completed Application to: Robin Korth at [rkorth@sturgisgov.com](mailto:rkorth@sturgisgov.com) or drop off at City of Sturgis Finance Dept., 1040 Harley-Davidson Way, Sturgis, SD 57785

Event Title: Sturgis Battle of the Band Pre-Party

Event Date: Friday, June 5th Hours: 4PM-10PM

Sponsoring Organization: Sturgis Area Chamber of Commerce ☒ Nonprofit

Do you have a 501c3 status? Yes ☐ No ☒ (Please attach a copy of your exemption)

Applicant Information: Name: Kadence Gleason

Email: Events@sturgisareachamber.com Phone: 605-347-2556

Address: 2040 Junction Ave Sturgis SD 57785  
Street/PO Box City State Zip Code

Contact Person on day of event: Kadence Gleason Phone: 605-347-2556

*\*This person(s) must be in attendance for the event and available that day*

## **Event Information**

Anticipated Attendance (Contestants/Spectators) 300+

Type of Event: Concert Admission/entry cost: \$0

Explanation of Event: Pre-Party concert in Sturgis

Location of event: H-D Rally Point H-D Rally Point Plaza, Barry Stadium, Other  
(Contact 347-3916 for Park Shelters or 347-6513 for Armory/Community Center)

Set up date/time: 3PM 6/5 Tear down date/time: 10PM 6/5

Are you requesting Open Container be allowed for the event: **Yes/No** **\*\*This is an additional \$50 fee and requires the applicant to post and remove boundary signs. Signs and map provided by the City.**

Does this event include the sale of alcoholic beverages? ☐ No ☒ Yes **\*\*This is an additional \$50 fee**  
**\*\*If alcohol is served on city property or in public right-of-way, please contact City Hall (347-4422) for a Special Events License. Also, please make arrangements with the Sturgis Police Department (347-5070).**



Does this event include the use of: Music, Fireworks, Special Lighting, Sound System (Circle what's used)

Please explain: We will have our own production for the Music component of the event.

Does this event require street closure(s)? X No x Yes - \*Please complete the street closure request attached **There is a \$50 fee for road closures** (excluded with proof of nonprofit status)

### **Affidavit of Applicant**

I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event. I am authorized to commit my organization to this proposed event and agree that our organization will be financially responsible for any/all costs and fees that may be incurred because of this event. This includes cleanup fees, damage costs, etc.

Applicant: Kadence Gleason Signature: Kadence Gleason Date: 1/9/26  
(print)

### **Insurance Requirements**

Insurance for your event will be required before final approval. The applicant must provide a copy of their certificate of insurance that provides for at least \$1,000,000 in general liability coverage, listing the City of Sturgis as an 'Additional Insured' and insurance covering spectators. Additional insurance may be required for use of inventory items such as tents, bleachers, etc.

\*You may purchase insurance through TULIP Event Insurance at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

Name of Insurance Company: Leavitt Heartland Insurance

Agent: Derrick Linn Business Phone: 605-347-4583

Address: 942 14th St Sturgis SD 57785  
Street City State Zip Code

\*Applications cannot be processed without insurance and maps if needed and will be denied.

\*Property Maintenance- Facility must cleaned after the event. This includes trash pickup, spills on pavers, stage, or any other areas of the facility. Lack of cleaning can result in denial of use for future events.

\*\*Upon approval of the application, applicant may be required to complete further paperwork at the City Hall Office – 1040 Harley-Davidson Way, Sturgis, SD 57785 (605-347-4422)



## **Events Inventory List and Notice of Fees**

***\*No Items will be available during the Sturgis Motorcycle Rally\****

**Organization MUST provide labor for loading and unloading equipment. City Staff is not required to assist in loading/unloading equipment.**

***You are required to pick up/return items (Mon-Thurs 8am-3pm)***

**Pick up Date : \_\_\_\_\_ Return Date : \_\_\_\_\_**

**Please note which items you will be needing for your upcoming event.**

**Pop Up Tents** Quantity \_\_\_\_\_ 10' x 10' or 10x20

**Bleachers** Quantity \_\_\_\_\_ (6 qty. available in inventory) **Deposit Amt Paid** \_\_\_\_\_

- **\$100.00 cash deposit required per bleacher.** Deposit may be returned within 7 days if no damage is found upon inspection
- Portable Aluminum bleachers can accommodate approximately 50 people
- Bleachers must be transported by the organization and require 2" ball hitch

**Picnic Tables** Quantity \_\_\_\_\_ (10 qty. available in inventory – 6 regular, 4 ADA accessible)

- Picnic tables typically accommodate 6-8 people per table
- Tables may be provided by the City but organization will be required to transport tables

**Light weight Crowd Control Panels (4'x6.5')** Quantity \_\_\_\_\_

**\*\* If you want the heavy crowd control panels, contact Public Works 605-347-3916**

**Garbage Totes** Quantity \_\_\_\_\_ 90 gal totes (Residential) Quantity \_\_\_\_\_ 300 gal totes (Commercial)

**Banquet Tables** – Please contact Rod Heikes at the Sturgis Community Center at 605-347-6513

**Portable Toilets** – Please contact sanitation companies, well in advance, to rent portable toilets for your event.

*Organization is responsible for scheduling rental, delivery/pickup and any servicing/pumping of toilets for the event and is responsible for the costs associated with those services. The City DOES NOT provide portable toilets.*

**Ambulance**- Please contact Sturgis Fire/Ambulance at 347-5801

***You are responsible for First Aid Staffing & Equipment. According to City Ordinance, any events held in Sturgis that request emergency services on site are required to use Sturgis Ambulance and Fire Services.***

Dates: \_\_\_\_\_ Time: \_\_\_\_\_ Explain arrangements made: \_\_\_\_\_



## **Event Street Closure Request Form**

**\*Street Closure Request must be submitted at least 60 days in advance of event\***

(Please attach a \$50.00 payment for street closure request (*waived with proof of nonprofit*))

Event Name : \_\_\_\_\_

Street Closure location(s) requested: \_\_\_\_\_

**\*Please submit a map of the requested street closure with your request form**

Date/Time of Street Closure and re-opening: \_\_\_\_\_

Reason for Requested Street(s) Closure: \_\_\_\_\_

***\*Written Notification of businesses/residents within 200 feet of proposed street closure is required.***

- Have you notified the businesses/residents within the 200' requirement? Yes \_\_\_\_ No \_\_\_\_
- Date of notification: \_\_\_\_\_
- Please submit a list of names/addresses you have notified and copy of letter

Additional Comments: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parade Request Form**

**(Attach map with request and Certificate of Insurance)**

**\*Parade Request must be submitted at least 60 days in advance of event\***

***\*Organization is responsible for any clean up if animals participate in the parade***

Parade Name: \_\_\_\_\_

Applicant: Organization/Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street/PO Box

City

State

Zip Code

Date of Parade: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Parade Route proposed: \_\_\_\_\_

Starting/Lineup Address \_\_\_\_\_ Yes/No If Private Property Has landowner given permission? Yes/No

Description & Reason for Parade: \_\_\_\_\_

Please indicate if you request use of the following:

\_\_\_\_ **Police Escort** – YOU are responsible for contacting the Sturgis Police Dept. 605-347-5070

\_\_\_\_ **Barricades/Barriers: Quantity** \_\_\_\_\_ **YOU are responsible for making arrangements for placement**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Sturgis Open Container Map



**STURGIS™**

**RESOLUTION 2026-06**  
**RESOLUTION TO USE CITY PROPERTY AND LIFT THE OPEN CONTAINER BAN**  
**FOR THE 2026 BATTLE OF THE BANDS PRE-PARTY**

WHEREAS, the 2026 Battle of the Bands Pre-Party will be held in the City of Sturgis, Friday, June 5, 2026, and

WHEREAS, Organizers are requesting the ban on open containers be lifted within the normal downtown event area, as seen on the attached boundary map. This will be on Friday, June 5th, from 3:00 PM until 10:00 PM. Informational signs will be on display throughout the open container area.

WHEREAS, the Police Department will be authorized to tow vehicles within the street closure area, starting June 6th, 2026, after 2:00 am.

NOW THEREFORE IT IS HEREBY RESOLVED, as set forth herein that the City of Sturgis shall hereby close Harley-Davidson Way between Lazelle and Main St, Main Street between the east side of the First Interstate drive through leaving the Harley-Davidson/Main Street intersection open and lift the ban on open container.

Dated this 2nd day of March 2026.

CITY OF STURGIS

\_\_\_\_\_  
Mayor, Kevin Forrester

ATTEST:

\_\_\_\_\_  
Ann Bertolotto, Finance Officer

Published:

Effective:

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consideration to set a public hearing to amend Resolution 2026-09 for the 2026 Music on Main - Street Closure and Lifting of Open Container Ban.

**Prepared By:** Robin Korth, Deputy Finance Officer

## BACKGROUND INFORMATION:

Music on Main is a free event that includes a mountain bike race and a live summer concert series with kid's activities, local bands, and food vendors. The events take place in downtown Sturgis each Wednesday evening for ten weeks from June 10 through September 2 with the exception of three weeks during the Sturgis Motorcycle Rally. We continue to have positive feedback each year and are confident that this year will continue to be a safe, fun, family event at Harley-Davidson Rally Point.

## DISCUSSION:

The Chamber organizers are requesting to extend the street closure on the evenings of June 17, June 24, July 1 and September 2 of Music on Main to allow the Sturgis Volunteer Fire Department to have some kids activities. They would like to extend the closure on Main Street all the way from Harley-Davison Way to Third Street. These activities will include some water related activities so the extra space would allow more room for safety and smooth flow.

- **Fire engines:** We would bring two and park them in the locations marked as the red rectangles.
- **Hydrant:** The green triangle near 3rd Street is the hydrant we'd tap into. The hydrant that is marked as the orange X at Main and 2nd will likely remain unused, as the mountain bike race start line staging area (yellow rectangle) will be there, and we want to avoid hoses crossing their path.
- **Storm drains:** Blue ovals indicate storm drains, which should catch most of the water.
- **Water activities/games:** The purple rectangle is where we plan to contain as much of the water-related activities as possible. We also think blocking off the Main Street block between 2nd and 3rd Streets to ensure safety and smooth flow.

## BUDGET IMPACT:

This event is within budget.

## ATTACHMENTS:

[MoM with SVFD](#)

[SACC Music on Main](#)

[Non-Rally open Container Map updated 2024](#)

[Resolution 2026-09 for Music on Main-closure of street and Open Container](#)

## Approved By:

Ann Bertolotto, Finance Officer

## Status:

Approved - May 15 2026







Does this event include the use of: Music, Fireworks, Special Lighting, Sound System (Circle what's used)

Please explain: Sound for the band

Does this event require street closure(s)? \_\_\_\_\_ No ☒ Yes - \*Please complete the street closure request attached **There is a \$50 fee for road closures** (excluded with proof of nonprofit status)

### **Affidavit of Applicant**

I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event. I am authorized to commit my organization to this proposed event and agree that our organization will be financially responsible for any/all costs and fees that may be incurred because of this event. This includes cleanup fees, damage costs, etc.

Applicant: Kadence Gleason  
(print)

Signature: Kadence Gleason



Date: 2/13/26

### **Insurance Requirements**

Insurance for your event will be required before final approval. The applicant must provide a copy of their certificate of insurance that provides for at least \$1,000,000 in general liability coverage, listing the City of Sturgis as an 'Additional Insured' and insurance covering spectators. Additional insurance may be required for use of inventory items such as tents, bleachers, etc.

\*You may purchase insurance through TULIP Event Insurance at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

Name of Insurance Company: Leavitt Heartland Insurance

Agent: Derrick Linn

Business Phone: 605-347-4583

|                             |                |           |              |
|-----------------------------|----------------|-----------|--------------|
| Address: <u>942 14th St</u> | <u>Sturgis</u> | <u>SD</u> | <u>57785</u> |
| Street                      | City           | State     | Zip Code     |

*\*Applications cannot be processed without insurance and maps if needed and will be denied.*

*\*Property Maintenance- Facility must cleaned after the event. This includes trash pickup, spills on pavers, stage, or any other areas of the facility. Lack of cleaning can result in denial of use for future events.*

**\*\*Upon approval of the application, applicant may be required to complete further paperwork at the City Hall Office – 1040 Harley-Davidson Way, Sturgis, SD 57785 (605-347-4422)**



## Events Inventory List and Notice of Fees

***\*No Items will be available during the Sturgis Motorcycle Rally\****

**Organization MUST provide labor for loading and unloading equipment. City Staff is not required to assist in loading/unloading equipment.**

***You are required to pick up/return items (Mon-Thurs 8am-3pm)***

**Pick up Date : \_\_\_\_\_ Return Date : \_\_\_\_\_**

**Please note which items you will be needing for your upcoming event.**

**Pop Up Tents** Quantity \_\_\_\_\_ 10' x 10' or 10x20

**Bleachers** Quantity \_\_\_\_\_ (6 qty. available in inventory) **Deposit Amt Paid** \_\_\_\_\_

- **\$100.00 cash deposit required per bleacher.** Deposit may be returned within 7 days if no damage is found upon inspection
- Portable Aluminum bleachers can accommodate approximately 50 people
- Bleachers must be transported by the organization and require 2" ball hitch

**Picnic Tables** Quantity ☒ (10 qty. available in inventory – 6 regular, 4 ADA accessible)

- Picnic tables typically accommodate 6-8 people per table
- Tables may be provided by the City but organization will be required to transport tables

**Light weight Crowd Control Panels (4'x6.5')** Quantity ☒

**\*\* If you want the heavy crowd control panels, contact Public Works 605-347-3916**

**Garbage Totes** Quantity 3 90 gal totes (Residential) Quantity \_\_\_\_\_ 300 gal totes (Commercial)

**Banquet Tables** – Please contact Rod Heikes at the Sturgis Community Center at 605-347-6513

**Portable Toilets** –Please contact sanitation companies, well in advance, to rent portable toilets for your event.

*Organization is responsible for scheduling rental, delivery/pickup and any servicing/pumping of toilets for the event and is responsible for the costs associated with those services. The City DOES NOT provide portable toilets.*

**Ambulance**- Please contact Sturgis Fire/Ambulance at 347-5801

***You are responsible for First Aid Staffing & Equipment. According to City Ordinance, any events held in Sturgis that request emergency services on site are required to use Sturgis Ambulance and Fire Services.***

Dates: \_\_\_\_\_ Time: \_\_\_\_\_ Explain arrangements made: \_\_\_\_\_



## **Event Street Closure Request Form**

**\*Street Closure Request must be submitted at least 60 days in advance of event\***

(Please attach a \$50.00 payment for street closure request (*waived with proof of nonprofit*))

Event Name : Sturgis Music on Main

Street Closure location(s) requested: Same as usual

**\*Please submit a map of the requested street closure with your request form**

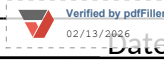
Date/Time of Street Closure and re-opening: Multiple dates 3PM-10PM

Reason for Requested Street(s) Closure: Vendors and kids activities

**\*Written Notification of businesses/residents within 200 feet of proposed street closure is required.**

- Have you notified the businesses/residents within the 200' requirement? Yes ☐ No ☒
- Date of notification: \_\_\_\_\_
- Please submit a list of names/addresses you have notified and copy of letter

Additional Comments: \_\_\_\_\_

Submitted by: Kadence Gleason Signature: Kadence Gleason  Date: 2/13/26

## **Parade Request Form**

**(Attach map with request and Certificate of Insurance)**

**\*Parade Request must be submitted at least 60 days in advance of event\***

**\*Organization is responsible for any clean up if animals participate in the parade**

Parade Name: \_\_\_\_\_

Applicant: Organization/Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Street/PO Box

City

State

Zip Code

Date of Parade: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Parade Route proposed: \_\_\_\_\_

Starting/Lineup Address \_\_\_\_\_ Yes/No If Private Property Has landowner given permission? Yes/No

Description & Reason for Parade: \_\_\_\_\_

Please indicate if you request use of the following:

\_\_\_\_ **Police Escort** – YOU are responsible for contacting the Sturgis Police Dept. 605-347-5070

\_\_\_\_ **Barricades/Barriers: Quantity** \_\_\_\_\_ **YOU are responsible for making arrangements for placement**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Events Dates – 6/10, 6/17, 6/24, 7/1, 7/8, 7/15, 7/22, 7/29, 8/26, 9/2 Community Picnic – 9/2,  
will contact Rod for tables.

# City of Sturgis Open Container Map



**STURGIS™**

**RESOLUTION 2026-09**

**RESOLUTION TO CLOSE DESIGNATED STREETS ON CERTAIN PUBLIC PROPERTY  
AND WITHIN CERTAIN PUBLIC RIGHTS OF WAY AND LIFTING OF OPEN CONTAINER  
BAN FOR THE 2026 MUSIC ON MAIN SERIES**

WHEREAS, the 2026 Music on Main Series will be held in the City of Sturgis, June 10, 17, 24, July 1, 8, 15, 22, 29, August 26, and September 2, 2026, and

WHEREAS, the Sturgis Chamber of Commerce will close Harley-Davidson Way from Main Street to Lazelle Street (the alley will remain open) and on Main Street from Harley-Davidson Way to the First Interstate Bank drive-through from 2:00 pm until 10:00 pm for music and vendors; and lifting of open container ban; and

WHEREAS, the Police Department will be authorized to tow vehicles within the street closure area, starting after 2:00 am on the mornings following all the forementioned dates.

NOW THEREFORE IT IS HEREBY RESOLVED, as set forth herein that the City of Sturgis shall hereby close the city street to vehicular traffic, unauthorized parking and lifting the open container ban between 5:00 pm until 10:00 pm on all the forementioned dates.

Dated 2nd of March 2026.

CITY OF STURGIS

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Kevin Forrester, Mayor

ATTEST:

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Ann Bertolotto, Finance Officer

Published:  
Effective:

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consider Municipal Concurrence in Real Property Tax Abatement Application  
Submitted by Brian Carter for Property Located at 162 Malibu Loop

**Prepared By:** Ann Bertolotto, Finance Officer

## BACKGROUND INFORMATION:

The City received an application/request for municipal concurrence in connection with a property tax abatement request for real property owned by Brian Carter located at 162 Malibu Loop.

South Dakota Codified Law Chapter 10-18 establishes a procedure for abatement or refund of certain property taxes. For property located within a municipality, SDCL 10-18-6 contemplates municipal concurrence before the tax is abated.

The application was submitted on a County form and forwarded to the City for municipal concurrence. The County reviewed the application and determined that the square footage of the residence had been calculated incorrectly for assessment purposes. The County has identified the corrected square footage and the corrected assessment amounts for the applicable tax years.

## DISCUSSION:

Based on the County's review, the square-footage error resulted in an assessed value greater than what should have been applied. Staff understands that the County will determine the final abatement/refund amounts and any allocation among affected taxing districts through the County's normal abatement process.

Staff concurs that, under the facts presented, the application establishes legal grounds for an abatement under SDCL Chapter 10-18. The City's action would not independently determine the final abatement amount, correct the County's assessment record, or process any refund. Rather, the requested action is for the City Council to concur with the County's finding that an abatement is appropriate, with the final amount to be determined and processed by the County.

## CODE REFERENCES:

SDCL Ch. 10-18

## BUDGET IMPACT:

The abatement will require a partial refund of real property taxes paid, including the portion levied by the City, in a final amount to be determined by Meade County

## RECOMMENDATION:

Staff recommends that the City Council concur with the County's findings that an abatement is appropriate, with the final abatement/refund amounts to be determined by Meade County.

**ATTACHMENTS:**

[Carter Timeline](#)  
[Application for Abatement Carter](#)

**Approved By:**

Ann Bertolotto, Finance Officer

**Status:**

Approved - May 15 2026

Brian Carter, 162 Malibu Loop

House measured when built in 2004/2005

Square footage calculated at 1,768

April 10, 2026, Mr. Carter informed office he found an error in square footage

April 20, 2026, the house was remeasured and square footage calculated at 1,492

2027 assessment has been corrected by Department of Equalization due to error

Abatement requested for 4 years (statutory limitation):

| Year | Original Assessment | Corrected Assessment |
|------|---------------------|----------------------|
| 2026 | 393,025             | 351,162              |
| 2025 | 378,637             | 337,319              |
| 2024 | 439,399             | 390,790              |
| 2023 | 366,166             | 325,658              |

Statute 10-18-6 requires that the abatement request be presented to the City Commission prior to going before the County Commission for final approval.

# Application for Abatement and/or Refund of Property Taxes

Board of County Commissioners of Meade County, South Dakota

Tax Year (payable following year) 2026 and prior (2019-2026) Parcel # 01-39-01-02A  
Name Brian Carter Phone # 605-848-0090  
Street Address 162 Malibu Loop City Sturgis State SD  
Zip Code 57785 Email Address B1carterb@gmail.com

Application for an abatement/refund of taxes is being presented due to the following reason(s):

- ☒ An error has been made in any identifying entry or description of the real property, in entering the valuation of the real property or in extension of the tax, to the injury of the complainant. SDCL 10-18-1 (1)
- ☐ Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment. SDCL 10-18-1 (2)
- ☐ The property is exempt from taxes. SDCL 10-18-1 (3)
- ☐ The complainant had no taxable interest in the property assessed against the complainant at the time fixed by law for making the assessment. SDCL 10-18-1 (4)
- ☐ Taxes have been erroneously paid or error made in noting payment or issuing receipt for the taxes paid. SDCL 10-18-1 (5)
- ☐ The same property has been assessed against the complainant more than once in the same year, and the complainant produced satisfactory evidence that the taxes for the year have been paid. SDCL 10-18-1 (6)
- ☐ A loss occurred because of flood damage, fire, storm or other unavoidable casualty. SDCL 10-18-2 (4)  
Date and Time of Loss:
- ☐ Structures have been removed after the assessment date (upon verification by the Director of Equalization).  
SDCL 10-18-2 (7) Date Structures Removed:
- ☐ Applicant, having otherwise qualified for the Assessment Freeze for the Elderly and Disabled, but missed the deadline prescribed in § 10-6A-4. SDCL 10-18-2 (8)
- ☐ Applicant, having otherwise qualified for classification of owner-occupied single family dwelling, but missed the deadline as prescribed by law due to a temporary duty assignment for the military. SDCL 10-18-2 (9)
- ☐ Applicant is a veteran who would otherwise qualify for an exemption under SDCL 10-4-40, but failed to comply with the application deadline for either owner occupied classification or the disabled veteran's exemption. SDCL 10-18-2 (10)

Other/Comments:

(No tax may be abated on any real property which has been sold for taxes, while the tax certificate is outstanding. Any abatement on property within corporate limits of a municipality must be first approved by the governing body of the municipality.)

\*I hereby apply for an abatement/refund of property taxes for the above reason (s)

\*Subscribed and sworn to, before me on this 27 day of April, 2026

Brian Carter  
Signature of Applicant

Carmen Selteng  
Notary/Auditor/Deputy Auditor

Applicant must contact the municipality and/or County for date and time this abatement/refund request will be considered.

My Commission Expires 4/26/2027

City Approval (if applicable)

Tax District \_\_\_\_\_ City Name \_\_\_\_\_

The contents of the within petition, having been before the governing body of the above named municipality, and having been considered by same, the undersigned hereby certifies that

\_\_\_\_ FAVORABLE \_\_\_\_ UNFAVORABLE action was taken thereon at its meeting the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Town Clerk/City Finance Officer

County Approval

Tax District \_\_\_\_\_

The contents of the within petition, having been before the governing body of Meade County, and having been considered by same, the undersigned hereby certifies that

\_\_\_\_ FAVORABLE \_\_\_\_ UNFAVORABLE action was taken thereon at its meeting the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
County Official

**Office Use Only**

Total Valuation \_\_\_\_\_

Total Tax on Property \_\_\_\_\_

Amount of Valuation Abated \_\_\_\_\_

Amount of Tax Refunded \_\_\_\_\_

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consider Municipal Concurrence in Real Property Tax Abatement Application  
Submitted by Jerry and Mary Humble for Property Located at 90 Belair Court

**Prepared By:** Ann Bertolotto, Finance Officer

## BACKGROUND INFORMATION:

The City received an application/request for municipal concurrence in connection with a property tax abatement request for real property owned by Jerry and Mary Humble located at 90 Belair Court.

South Dakota Codified Law Chapter 10-18 establishes a procedure for abatement or refund of certain property taxes. For property located within a municipality, SDCL 10-18-6 contemplates municipal concurrence before the tax is abated.

The application was submitted on a County form and forwarded to the City for municipal concurrence. The County reviewed the application and determined that the square footage of the residence had been calculated incorrectly for assessment purposes. The County has identified the corrected square footage and the corrected assessment amounts for the applicable tax years.

## DISCUSSION:

Based on the County's review, the square-footage error resulted in an assessed value greater than what should have been applied. Staff understands that the County will determine the final abatement/refund amounts and any allocation among affected taxing districts through the County's normal abatement process.

Staff concurs that, under the facts presented, the application establishes legal grounds for an abatement under SDCL Chapter 10-18. The City's action would not independently determine the final abatement amount, correct the County's assessment record, or process any refund. Rather, the requested action is for the City Council to concur with the County's finding that an abatement is appropriate, with the final amount to be determined and processed by the County.

## CODE REFERENCES:

SDCL Ch. 10-18

## BUDGET IMPACT:

The abatement will require a partial refund of real property taxes paid, including the portion levied by the City, in a final amount to be determined by Meade County

## RECOMMENDATION:

Staff recommends that the City Council concur with the County's findings that an abatement is appropriate, with the final abatement/refund amounts to be determined by Meade County.

**ATTACHMENTS:**[Humble Timeline](#)[Humble Abatement Request](#)**Approved By:**

Ann Bertolotto, Finance Officer

**Status:**

Approved - May 15 2026

Jeanie Humble, 90 Belair Court

House measured when built in 2004/2005

Square footage calculated at 1,768

April 10, 2026, our office was informed that Mrs. Humble requested her house be remeasured.

April 20, 2026, the house was remeasured and square footage calculated at 1,492

2027 assessment has been corrected by Department of Equalization due to error

Abatement requested for 4 years (statutory limitation):

| Year | Original Assessment | Corrected Assessment |
|------|---------------------|----------------------|
| 2026 | 420,271             | 380,220              |
| 2025 | 403,855             | 365,497              |
| 2024 | 469,067             | 423,940              |
| 2023 | 390,889             | 353,283              |

Statute 10-18-6 requires that the abatement request be presented to the City Commission prior to going before the County Commission for final approval.

# Application for Abatement and/or Refund of Property Taxes

Board of County Commissioners of Meade County, South Dakota

Tax Year (payable following year) 2023 Parcel # 01.39.04.02B  
Name Jerry A and Mary J Humble Phone # (605) 720-3080  
Street Address 90 Belair Circle City Sturgis State SD  
Zip Code 57785 Email Address jandj.humble@gmail.com

Application for an abatement/refund of taxes is being presented due to the following reason(s):

- ☒ An error has been made in any identifying entry or description of the real property, in entering the valuation of the real property or in extension of the tax, to the injury of the complainant. SDCL 10-18-1 (1)
- ☐ Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment. SDCL 10-18-1 (2)
- ☐ The property is exempt from taxes. SDCL 10-18-1 (3)
- ☐ The complainant had no taxable interest in the property assessed against the complainant at the time fixed by law for making the assessment. SDCL 10-18-1 (4)
- ☐ Taxes have been erroneously paid or error made in noting payment or issuing receipt for the taxes paid. SDCL 10-18-1 (5)
- ☐ The same property has been assessed against the complainant more than once in the same year, and the complainant produced satisfactory evidence that the taxes for the year have been paid. SDCL 10-18-1 (6)
- ☐ A loss occurred because of flood damage, fire, storm or other unavoidable casualty. SDCL 10-18-2 (4)  
Date and Time of Loss:
- ☐ Structures have been removed after the assessment date (upon verification by the Director of Equalization).  
SDCL 10-18-2 (7) Date Structures Removed:
- ☐ Applicant, having otherwise qualified for the Assessment Freeze for the Elderly and Disabled, but missed the deadline prescribed in § 10-6A-4. SDCL 10-18-2 (8)
- ☐ Applicant, having otherwise qualified for classification of owner-occupied single family dwelling, but missed the deadline as prescribed by law due to a temporary duty assignment for the military. SDCL 10-18-2 (9)
- ☐ Applicant is a veteran who would otherwise qualify for an exemption under SDCL 10-4-40, but failed to comply with the application deadline for either owner occupied classification or the disabled veteran's exemption. SDCL 10-18-2 (10)

Other/Comments:

(No tax may be abated on any real property which has been sold for taxes, while the tax certificate is outstanding. Any abatement on property within corporate limits of a municipality must be first approved by the governing body of the municipality.)

\*I hereby apply for an abatement/refund of property taxes for the above reason (s)

\*Subscribed and sworn to, before me on this 24<sup>th</sup> day of April, 2024

Jerry A. Humble  
Mary J. Humble  
Signature of Applicant

Angela M. Ross  
Notary/Auditor/Deputy Auditor

Commission Expires 7/28/2028

Applicant must contact the municipality and/or County for date and time this abatement/refund request will be considered.

City Approval (if applicable)

Tax District \_\_\_\_\_

City Name \_\_\_\_\_

The contents of the within petition, having been before the governing body of the above named municipality, and having been considered by same, the undersigned hereby certifies that

\_\_\_\_ FAVORABLE    \_\_\_\_ UNFAVORABLE action was taken thereon at its meeting the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Town Clerk/City Finance Officer

County Approval

Tax District \_\_\_\_\_

The contents of the within petition, having been before the governing body of Meade County, and having been considered by same, the undersigned hereby certifies that

\_\_\_\_ FAVORABLE    \_\_\_\_ UNFAVORABLE action was taken thereon at its meeting the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
County Official

**Office Use Only**

Total Valuation \_\_\_\_\_

Total Tax on Property \_\_\_\_\_

Amount of Valuation Abated \_\_\_\_\_

Amount of Tax Refunded \_\_\_\_\_

| Vendor Name                    | Merchant Name                  | GL Account and Title                | Description                              | Net Invoice Amount | Invoice Date |
|--------------------------------|--------------------------------|-------------------------------------|------------------------------------------|--------------------|--------------|
| <b>Mayor &amp; Council</b>     |                                |                                     |                                          |                    |              |
| <b>General</b>                 |                                |                                     |                                          |                    |              |
| EVOGOV, INC.                   | EVOGOV, INC.                   | 101-4111-42200 Professional Fees    | ADA Monthly Hosting ADA Compliance Suite | 59.00              | 03/20/2026   |
| EVOGOV, INC.                   | EVOGOV, INC.                   | 101-4111-42200 Professional Fees    | ADA Monthly Hosting ADA Compliance Suite | 59.00              | 04/20/2026   |
| BLACK HILLS PIONEER            | BLACK HILLS PIONEER            | 101-4111-42300 Publishing           | March SIP Newsletter                     | 231.97             | 03/31/2026   |
| BLACK HILLS PIONEER            | BLACK HILLS PIONEER            | 101-4111-42300 Publishing           | April SIP Newsletter                     | 231.97             | 03/31/2026   |
| BLACK HILLS PIONEER            | BLACK HILLS PIONEER            | 101-4111-42300 Publishing           | SIP Newsletter                           | 231.97             | 04/30/2026   |
| BLACK HILLS PIONEER            | BLACK HILLS PIONEER            | 101-4111-42300 Publishing           | Publishing April 2026                    | 536.35             | 04/30/2026   |
| MASTERCARD                     | MASTERCARD                     | 101-4111-42600 Supplies & Materials | RUSHMORE OFFICE SUPPLY                   | 10.09              | 05/03/2026   |
| MASTERCARD                     | MASTERCARD                     | 101-4111-42600 Supplies & Materials | USPS.COM POSTAGE                         | 1,024.06           | 05/03/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY             | 101-4111-42800 Utilities            | 801 6th St                               | 261.78             | 05/06/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES       | 101-4111-42800 Utilities            | 801 6th Street                           | 20.44              | 05/04/2026   |
| MASTERCARD                     | MASTERCARD                     | 101-4111-42900 Other                | LYNN'S SUPPLIES                          | 55.02              | 05/03/2026   |
| MASTERCARD                     | MASTERCARD                     | 101-4111-42900 Other                | SAMSClub JAY'S RETIREMENT                | 86.25              | 05/03/2026   |
| MASTERCARD                     | MASTERCARD                     | 101-4111-42900 Other                | LYNN'S DAKOTAMART JAY'S RETIREMENT       | 156.39             | 05/03/2026   |
| SCHERER, LANCE                 | SCHERER, LANCE                 | 101-4111-42900 Other                | Flowers for Kevin Forrester funeral      | 190.08             | 04/09/2026   |
| Total General:                 |                                |                                     |                                          | 3,154.37           |              |
| Total Mayor & Council:         |                                |                                     |                                          | 3,154.37           |              |
| <b>Attorney</b>                |                                |                                     |                                          |                    |              |
| <b>General</b>                 |                                |                                     |                                          |                    |              |
| MASTERCARD                     | MASTERCARD                     | 101-4141-42200 Professional Fees    | ADOBE SUBS                               | 21.23              | 05/03/2026   |
| Total General:                 |                                |                                     |                                          | 21.23              |              |
| Total Attorney:                |                                |                                     |                                          | 21.23              |              |
| <b>Finance Office</b>          |                                |                                     |                                          |                    |              |
| <b>General</b>                 |                                |                                     |                                          |                    |              |
| CASELLE, INC.                  | CASELLE, INC.                  | 101-4142-42200 Professional Fees    | Prof Fees Maint & Supp                   | 2,251.00           | 06/01/2025   |
| CASELLE, INC.                  | CASELLE, INC.                  | 101-4142-42200 Professional Fees    | Maint & Support                          | 2,251.00           | 12/04/2025   |
| CASELLE, INC.                  | CASELLE, INC.                  | 101-4142-42200 Professional Fees    | Maint & Support May 2026                 | 2,251.00           | 05/01/2026   |
| KETEL THORSTENSON              | KETEL THORSTENSON              | 101-4142-42200 Professional Fees    | Audit Prof Fees                          | 12,633.38          | 04/30/2026   |
| MASTERCARD                     | MASTERCARD                     | 101-4142-42200 Professional Fees    | ADOBE SUBS                               | 21.23              | 05/03/2026   |
| CENTURY BUSINESS PRODUCTS, INC | CENTURY BUSINESS PRODUCTS, INC | 101-4142-42600 Supplies & Materials | Copier                                   | 157.67             | 04/27/2026   |
| MASTERCARD                     | MASTERCARD                     | 101-4142-42600 Supplies & Materials | ADOBE SUBS                               | 13.80              | 05/03/2026   |
| PITNEY BOWES INC.              | PITNEY BOWES INC.              | 101-4142-42600 Supplies & Materials | Postage May 2026                         | 426.15             | 05/04/2024   |
| POSTMASTER                     | POSTMASTER                     | 101-4142-42600 Supplies & Materials | Bulk Mailing May 2026                    | 4,800.00           | 05/06/2026   |

| Vendor Name                         | Merchant Name                  | GL Account and Title                 | Description                               | Net Invoice Amount | Invoice Date |
|-------------------------------------|--------------------------------|--------------------------------------|-------------------------------------------|--------------------|--------------|
| Total General:                      |                                |                                      |                                           | 24,805.23          |              |
| Total Finance Office:               |                                |                                      |                                           | 24,805.23          |              |
| <b>Human Resources</b>              |                                |                                      |                                           |                    |              |
| <b>General</b>                      |                                |                                      |                                           |                    |              |
| MASTERCARD                          | MASTERCARD                     | 101-4143-42200 Professional Fees     | ADOBE SUBS                                | 3.82               | 05/03/2026   |
| MASTERCARD                          | MASTERCARD                     | 101-4143-42200 Professional Fees     | ADOBE SUBS                                | 21.23              | 05/03/2026   |
| MASTERCARD                          | MASTERCARD                     | 101-4143-42700 Travel                | SDAFF HR SCHOOL REG                       | 50.00              | 05/03/2026   |
| Total General:                      |                                |                                      |                                           | 75.05              |              |
| Total Human Resources:              |                                |                                      |                                           | 75.05              |              |
| <b>City Administrator</b>           |                                |                                      |                                           |                    |              |
| <b>General</b>                      |                                |                                      |                                           |                    |              |
| MASTERCARD                          | MASTERCARD                     | 101-4144-42200 Professional Fees     | ADOBE SUBS                                | 21.23              | 05/03/2026   |
| MASTERCARD                          | MASTERCARD                     | 101-4144-42200 Professional Fees     | DROPBOX SUBS                              | 21.23              | 05/03/2026   |
| MASTERCARD                          | MASTERCARD                     | 101-4144-42200 Professional Fees     | CHAT GPT SUBS                             | 21.24              | 05/03/2026   |
| MASTERCARD                          | MASTERCARD                     | 101-4144-42200 Professional Fees     | ADOBE                                     | 116.79             | 05/03/2026   |
| BLACK HILLS & BADLANDS TOURISM ASSN | BLACK HILLS & BADLANDS TOURISM | 101-4144-42600 Supplies & Materials  | BH Badlands Lit Swap                      | 40.00              | 04/27/2026   |
| Total General:                      |                                |                                      |                                           | 220.49             |              |
| Total City Administrator:           |                                |                                      |                                           | 220.49             |              |
| <b>Information Technology</b>       |                                |                                      |                                           |                    |              |
| <b>General</b>                      |                                |                                      |                                           |                    |              |
| K T CONNECTIONS, INC.               | K T CONNECTIONS, INC.          | 101-4145-42200 Professional Fees     | Prof Fees May 2026                        | 1,365.00           | 05/06/2026   |
| Total General:                      |                                |                                      |                                           | 1,365.00           |              |
| Total Information Technology:       |                                |                                      |                                           | 1,365.00           |              |
| <b>Buildings</b>                    |                                |                                      |                                           |                    |              |
| <b>General</b>                      |                                |                                      |                                           |                    |              |
| MASTERCARD                          | MASTERCARD                     | 101-4192-42200 Professional Fees     | UJS CIRCUIT COURT BACKGROUND CHECK        | 20.00              | 05/03/2026   |
| HORST ACOUSTICAL CO INC             | HORST ACOUSTICAL CO INC        | 101-4192-42500 Repairs & Maintenance | Acoustical tile & grid City Hall building | 658.15             | 04/24/2026   |
| ALSCO, INC                          | ALSCO, INC                     | 101-4192-42600 Supplies & Materials  | Mats & mopheads PW                        | 219.58             | 04/30/2026   |
| SERVALL TOWEL & LINEN               | SERVALL TOWEL & LINEN          | 101-4192-42600 Supplies & Materials  | Mats Library                              | 60.71              | 04/29/2026   |

| Vendor Name                          | Merchant Name                | GL Account and Title                | Description                                          | Net Invoice Amount | Invoice Date |
|--------------------------------------|------------------------------|-------------------------------------|------------------------------------------------------|--------------------|--------------|
| SERVALL TOWEL & LINEN                | SERVALL TOWEL & LINEN        | 101-4192-42600 Supplies & Materials | Mats City Hall                                       | 55.83              | 04/29/2026   |
| BLACK HILLS ENERGY                   | BLACK HILLS ENERGY           | 101-4192-42800 Utilities            | 1057 Dudley/PW Campus                                | 1,555.86           | 05/06/2026   |
| BLACK HILLS ENERGY                   | BLACK HILLS ENERGY           | 101-4192-42800 Utilities            | 1040 Harley-Davidson Way                             | 2,528.33           | 05/06/2026   |
| BLUE PEAK                            | BLUE PEAK                    | 101-4192-42800 Utilities            | City Hall                                            | 424.50             | 05/05/2026   |
| BLUE PEAK                            | BLUE PEAK                    | 101-4192-42800 Utilities            | Buildings                                            | 668.39             | 05/05/2026   |
| BLUE PEAK                            | BLUE PEAK                    | 101-4192-42800 Utilities            | Public Works                                         | 848.64             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES             | MONTANA DAKOTA UTILITIES     | 101-4192-42800 Utilities            | 1057 Dudley - Storage                                | 24.31              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES             | MONTANA DAKOTA UTILITIES     | 101-4192-42800 Utilities            | 1057 Dudley - Bldg A                                 | 727.56             | 05/04/2026   |
| MONTANA DAKOTA UTILITIES             | MONTANA DAKOTA UTILITIES     | 101-4192-42800 Utilities            | 1040 Harley-Davidson Way                             | 1,112.78           | 05/04/2026   |
| Total General:                       |                              |                                     |                                                      | 8,904.64           |              |
| Total Buildings:                     |                              |                                     |                                                      | 8,904.64           |              |
| <b>Custodial</b>                     |                              |                                     |                                                      |                    |              |
| <b>General</b>                       |                              |                                     |                                                      |                    |              |
| BLACK HILLS CHEMICAL                 | BLACK HILLS CHEMICAL         | 101-4193-42600 Supplies & Materials | Enzymatic digester, multipurpose cleaner & TP        | 335.85             | 04/30/2026   |
| BLACK HILLS CHEMICAL                 | BLACK HILLS CHEMICAL         | 101-4193-42600 Supplies & Materials | Floor cleaner                                        | 87.72              | 05/06/2026   |
| BLACK HILLS CHEMICAL                 | BLACK HILLS CHEMICAL         | 101-4193-42600 Supplies & Materials | Cleaner & disinfectant                               | 125.23             | 05/07/2026   |
| BLACK HILLS CHEMICAL                 | BLACK HILLS CHEMICAL         | 101-4193-42600 Supplies & Materials | TP & paper towels                                    | 305.33             | 05/07/2026   |
| Total General:                       |                              |                                     |                                                      | 854.13             |              |
| Total Custodial:                     |                              |                                     |                                                      | 854.13             |              |
| <b>Engineering</b>                   |                              |                                     |                                                      |                    |              |
| <b>General</b>                       |                              |                                     |                                                      |                    |              |
| LOOKOUT PLAN & CODE CONS LLC         | LOOKOUT PLAN & CODE CONS LLC | 101-4194-42200 Professional Fees    | Time, travel and preliminary plan review Freedom Bar | 726.10             | 05/04/2026   |
| Total General:                       |                              |                                     |                                                      | 726.10             |              |
| Total Engineering:                   |                              |                                     |                                                      | 726.10             |              |
| <b>Economic Development</b>          |                              |                                     |                                                      |                    |              |
| <b>Business Improvement District</b> |                              |                                     |                                                      |                    |              |
| HOLIDAY OUTDOOR DECOR                | HOLIDAY OUTDOOR DECOR        | 213-4195-42901 Other                | BID board Reco 250th decor                           | 8,085.93           | 05/05/2026   |
| Total Business Improvement District: |                              |                                     |                                                      | 8,085.93           |              |
| Total Economic Development:          |                              |                                     |                                                      | 8,085.93           |              |

| Vendor Name                     | Merchant Name                  | GL Account and Title                   | Description                                                                     | Net Invoice Amount | Invoice Date |
|---------------------------------|--------------------------------|----------------------------------------|---------------------------------------------------------------------------------|--------------------|--------------|
| <b>Fleet Management</b>         |                                |                                        |                                                                                 |                    |              |
| <b>General</b>                  |                                |                                        |                                                                                 |                    |              |
| A & B WELDING CO, INC.          | A & B WELDING CO, INC.         | 101-4197-42600 Supplies & Materials    | Cylinder rental (monthly)                                                       | 50.83              | 04/20/2026   |
| A & J SURPLUS                   | A & J SURPLUS                  | 101-4197-42600 Supplies & Materials    | Oxygen & C25175 welding gases                                                   | 210.54             | 04/28/2026   |
| CBH COOPERATIVE #112407         | CBH COOPERATIVE #112407        | 101-4197-42600 Supplies & Materials    | Overpayment on invoice 275446                                                   | 112.00-            | 07/17/2025   |
| CBH COOPERATIVE #112407         | CBH COOPERATIVE #112407        | 101-4197-42600 Supplies & Materials    | Bulk 50 gallons CX Indol ISO & 112 gallons CX Superlube Invoice rec'd 5-11-2026 | 1,995.40           | 09/11/2025   |
| RUNNINGS SUPPLY INC             | RUNNINGS SUPPLY INC            | 101-4197-42600 Supplies & Materials    | Hi-temp grease (10)                                                             | 49.90              | 05/11/2026   |
| STURGIS NAPA                    | STURGIS NAPA                   | 101-4197-42600 Supplies & Materials    | Case of brake cleaner                                                           | 44.04              | 04/30/2026   |
| Total General:                  |                                |                                        |                                                                                 | 2,238.71           |              |
| Total Fleet Management:         |                                |                                        |                                                                                 | 2,238.71           |              |
| <b>Sponsorship</b>              |                                |                                        |                                                                                 |                    |              |
| <b>General</b>                  |                                |                                        |                                                                                 |                    |              |
| ASCAP                           | ASCAP                          | 101-4198-42200 Professional Fees       | 2026 (Q1) Music Licensing Fee (non-Rally)                                       | 469.71             | 04/19/2026   |
| U DRIVE TECHNOLOGY              | U DRIVE TECHNOLOGY             | 101-4198-42800 Utilites                | Webcam (3) Fee - Apr                                                            | 283.26             | 05/01/2026   |
| U DRIVE TECHNOLOGY              | U DRIVE TECHNOLOGY             | 101-4198-42800 Utilites                | Webcam (3) Recording Fee - Apr                                                  | 54.00              | 05/01/2026   |
| Total General:                  |                                |                                        |                                                                                 | 806.97             |              |
| Total Sponsorship:              |                                |                                        |                                                                                 | 806.97             |              |
| <b>Rally Department</b>         |                                |                                        |                                                                                 |                    |              |
| <b>General</b>                  |                                |                                        |                                                                                 |                    |              |
| STURGIS MOTORCYCLE MUSEUM       | STURGIS MOTORCYCLE MUSEUM      | 101-4199-42200 Professional Fees--Rall | 2026 Official SMR Magazine Publishing                                           | 16,500.00          | 04/28/2026   |
| BLACK HILLS ENERGY              | BLACK HILLS ENERGY             | 101-4199-42800 Utilities--Rally        | 1076 Lazelle St - Pkg Lot                                                       | 8.50               | 05/06/2026   |
| BLUE PEAK                       | BLUE PEAK                      | 101-4199-42800 Utilities--Rally        | Rally                                                                           | 135.58             | 05/05/2026   |
| Total General:                  |                                |                                        |                                                                                 | 16,644.08          |              |
| Total Rally Department:         |                                |                                        |                                                                                 | 16,644.08          |              |
| <b>Police</b>                   |                                |                                        |                                                                                 |                    |              |
| <b>General</b>                  |                                |                                        |                                                                                 |                    |              |
| MARCO TECHNOLOGIES LLC. NW 7128 | MARCO TECHNOLOGIES LLC. NW 712 | 101-4211-42400 Rent                    | Copy Machine Contract                                                           | 148.50             | 04/29/2026   |
| MASTERCARD                      | MASTERCARD                     | 101-4211-42500 Repairs & Maintenance   | AMAZON F150 MIRROR REPL                                                         | 79.39              | 05/03/2026   |
| MEADE COUNTY AUDITOR            | MEADE COUNTY AUDITOR           | 101-4211-42500 Repairs & Maintenance   | Roof Maintenance                                                                | 39,631.44          | 04/02/2026   |
| STURGIS NAPA                    | STURGIS NAPA                   | 101-4211-42500 Repairs & Maintenance   | Perm Stat                                                                       | 27.69              | 04/14/2026   |
| MASTERCARD                      | MASTERCARD                     | 101-4211-42600 Supplies & Materials    | USPS EQUIPMENT RETURN                                                           | 26.55              | 05/03/2026   |
| MASTERCARD                      | MASTERCARD                     | 101-4211-42600 Supplies & Materials    | AMAZON - PATCHES                                                                | 47.96              | 05/03/2026   |

| Vendor Name                        | Merchant Name                  | GL Account and Title                | Description                                     | Net Invoice Amount | Invoice Date |
|------------------------------------|--------------------------------|-------------------------------------|-------------------------------------------------|--------------------|--------------|
| MASTERCARD                         | MASTERCARD                     | 101-4211-42600 Supplies & Materials | SPEEDY LUBE OIL CHANGE UNIT 143                 | 71.99              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42600 Supplies & Materials | AMAZON DRONE CASE                               | 75.97              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42600 Supplies & Materials | USPS POSTAGE                                    | 78.50              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42600 Supplies & Materials | USPS POSTAGE                                    | 78.50              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42600 Supplies & Materials | TACTICAL SCORPION ARMOR PLATES                  | 109.02             | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42600 Supplies & Materials | ACELINKARMOR PANZA VEST                         | 119.87             | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42600 Supplies & Materials | ARMOR EXPRESS PATROL CARRIER                    | 705.94             | 05/03/2026   |
| THE CORNER STATION                 | THE CORNER STATION             | 101-4211-42600 Supplies & Materials | Fuel for Academy                                | 37.00              | 04/19/2026   |
| THE CORNER STATION                 | THE CORNER STATION             | 101-4211-42600 Supplies & Materials | Fuel for Academy                                | 39.17              | 04/24/2026   |
| THE CORNER STATION                 | THE CORNER STATION             | 101-4211-42600 Supplies & Materials | Fuel for Academy                                | 62.62              | 04/26/2026   |
| JOHN GUILFOIL PUBLIC RELATIONS     | JOHN GUILFOIL PUBLIC RELATIONS | 101-4211-42700 Travel               | JGPR Academy Single Class Registration          | 199.99             | 04/09/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | CREDIT CARD BILLING CREDIT                      | .63-               | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | FIREHOUSE SUBS TRAINING/TRAVEL                  | 15.69              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | UBER TRAINING/TRAVEL                            | 23.94              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | UBER TRAINING/TRAVEL                            | 23.95              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | DMG RESTAURANT TRAINING/TRAVEL                  | 24.46              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | UBER TRAINING/TRAVEL                            | 30.94              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | UBER TRAINING/TRAVEL                            | 32.93              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | AGENT FEE TRAINING/TRAVEL                       | 40.00              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | BUBBA GUMP TRAINING/TRAVEL                      | 43.29              | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | WESTIN TRAINING/TRAVEL                          | 177.45             | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42700 Travel               | INTL ASSOC - IACP IMPAIRED DRIVING CONF         | 410.00             | 05/03/2026   |
| SDML WORK COMP FUND                | SDML WORK COMP FUND            | 101-4211-42700 Travel               | SD Police Chiefs/Sheriffs spring Conference 26' | 135.00             | 04/01/2026   |
| BLUE PEAK                          | BLUE PEAK                      | 101-4211-42800 Utilities            | Police Department                               | 320.58             | 05/05/2026   |
| DOUGLAS, DOUG                      | DOUGLAS, DOUG                  | 101-4211-42900 Other                | Transport to Reg West                           | 30.00              | 04/12/2026   |
| MASTERCARD                         | MASTERCARD                     | 101-4211-42900 Other                | RESCUE ESSENTIALS MEDICAL BACKPACK              | 484.99             | 05/03/2026   |
| MEADE COUNTY AUDITOR               | MEADE COUNTY AUDITOR           | 101-4211-42900 Other                | Law Enforcement Center Utilities Apr-26         | 5,107.95           | 05/01/2026   |
| MEADE COUNTY AUDITOR               | MEADE COUNTY AUDITOR           | 101-4211-42900 Other                | MONTHLY DISPATCH EXPENSES                       | 8,285.19           | 03/26/2026   |
| ESU PURSUITS & FIRE DIV            | ESU PURSUITS & FIRE DIV        | 101-4211-43400 Machinery & Equipmen | 2026 Ford Explr POLICE UPGRADES                 | 13,999.00          | 01/28/2026   |
| Total General:                     |                                |                                     |                                                 | 70,724.83          |              |
| Total Police:                      |                                |                                     |                                                 | 70,724.83          |              |
| <b>Animal Shelter</b>              |                                |                                     |                                                 |                    |              |
| <b>General</b>                     |                                |                                     |                                                 |                    |              |
| MASTERCARD                         | MASTERCARD                     | 101-4212-42200 Professional Fees    | ANIMAL CLINIC OF RAPID KITTEN EMERG             | 302.96             | 05/03/2026   |
| NORTHERN HILLS VET CLINIC          | NORTHERN HILLS VET CLINIC      | 101-4212-42200 Professional Fees    | Mimi Meds                                       | 8.80               | 04/17/2026   |
| NORTHERN HILLS VET CLINIC          | NORTHERN HILLS VET CLINIC      | 101-4212-42200 Professional Fees    | Dreamie Shots & Surgery                         | 120.98             | 04/20/2026   |
| CBH COOPERATIVE - #865928          | CBH COOPERATIVE - #865928      | 101-4212-42600 Supplies & Materials | GAS - Animal Shelter                            | 78.50              | 04/25/2026   |
| COCA COLA BOTTLING COMPANY HIGH CO | COCA COLA BOTTLING COMPANY HI  | 101-4212-42600 Supplies & Materials | Water                                           | 28.67              | 03/30/2026   |

| Vendor Name                 | Merchant Name               | GL Account and Title                 | Description                                                          | Net Invoice Amount | Invoice Date |
|-----------------------------|-----------------------------|--------------------------------------|----------------------------------------------------------------------|--------------------|--------------|
| MASTERCARD                  | MASTERCARD                  | 101-4212-42600 Supplies & Materials  | ON-SITE FIRST AID FIRST AID KITS                                     | 47.28              | 05/03/2026   |
| NORTHERN HILLS VET CLINIC   | NORTHERN HILLS VET CLINIC   | 101-4212-42600 Supplies & Materials  | Kitten Food                                                          | 61.39              | 04/28/2026   |
| STURGIS ACE HARDWARE #3     | STURGIS ACE HARDWARE #3     | 101-4212-42600 Supplies & Materials  | Concrete Sealer & Caulking Gun                                       | 33.97              | 04/16/2026   |
| STURGIS ACE HARDWARE #3     | STURGIS ACE HARDWARE #3     | 101-4212-42600 Supplies & Materials  | Garden hose/pools/zip ties                                           | 91.96              | 04/22/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4212-42800 Utilities             | 1141 Otter Rd                                                        | 324.82             | 05/06/2026   |
| BLUE PEAK                   | BLUE PEAK                   | 101-4212-42800 Utilities             | Animal Shelter                                                       | 365.71             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES    | MONTANA DAKOTA UTILITIES    | 101-4212-42800 Utilities             | 1141 Otter Rd                                                        | 111.44             | 05/04/2026   |
| Total General:              |                             |                                      |                                                                      | 1,576.48           |              |
| Total Animal Shelter:       |                             |                                      |                                                                      | 1,576.48           |              |
| <b>Fire</b>                 |                             |                                      |                                                                      |                    |              |
| <b>General</b>              |                             |                                      |                                                                      |                    |              |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4229-42800 Utilities             | 1920 Ball Park Rd                                                    | 396.25             | 05/06/2026   |
| BLUE PEAK                   | BLUE PEAK                   | 101-4229-42800 Utilities             | Fire/Ambulance                                                       | 124.90             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES    | MONTANA DAKOTA UTILITIES    | 101-4229-42800 Utilities             | 1901 Ball Park Rd                                                    | 148.33             | 05/04/2026   |
| Total General:              |                             |                                      |                                                                      | 669.48             |              |
| Total Fire:                 |                             |                                      |                                                                      | 669.48             |              |
| <b>Streets</b>              |                             |                                      |                                                                      |                    |              |
| <b>General</b>              |                             |                                      |                                                                      |                    |              |
| PLAGGEMEYER, MARTY          | PLAGGEMEYER, MARTY          | 101-4311-42200 Professional Fees     | Reimbursement CDL renewal per new requirement                        | 43.00              | 04/24/2026   |
| JENNER EQUIPMENT CO         | JENNER EQUIPMENT CO         | 101-4311-42500 Repairs & Maintenance | Hydr. fluid #26                                                      | 304.28             | 04/30/2026   |
| LACAL EQUIPMENT, INC.       | LACAL EQUIPMENT, INC.       | 101-4311-42500 Repairs & Maintenance | Lower roller, roller bearing, pivot, roller & main broom bearing #70 | 1,523.96           | 04/24/2026   |
| NORTHERN TRUCK EQUIPMENT    | NORTHERN TRUCK EQUIPMENT    | 101-4311-42500 Repairs & Maintenance | Straps for plow truck #95                                            | 726.00             | 04/13/2026   |
| OWENS INTERSTATE SALES INC. | OWENS INTERSTATE SALES INC. | 101-4311-42500 Repairs & Maintenance | Flares (2) # 168                                                     | 52.76              | 04/29/2026   |
| OWENS INTERSTATE SALES INC. | OWENS INTERSTATE SALES INC. | 101-4311-42500 Repairs & Maintenance | Flare #26                                                            | 23.58              | 05/01/2026   |
| STURGIS ACE HARDWARE #1     | STURGIS ACE HARDWARE #1     | 101-4311-42500 Repairs & Maintenance | Fasteners-skid steer bucket #168                                     | 25.16              | 04/29/2026   |
| STURGIS ACE HARDWARE #1     | STURGIS ACE HARDWARE #1     | 101-4311-42500 Repairs & Maintenance | Blades - curb painting                                               | 23.99              | 05/11/2026   |
| STURGIS NAPA                | STURGIS NAPA                | 101-4311-42500 Repairs & Maintenance | Stop leak #26                                                        | 25.99              | 04/27/2026   |
| STURGIS NAPA                | STURGIS NAPA                | 101-4311-42500 Repairs & Maintenance | Hub cap vent #25                                                     | 4.64               | 05/07/2026   |
| CBH COOPERATIVE #112407     | CBH COOPERATIVE #112407     | 101-4311-42600 Supplies & Materials  | 85 Oct (808 gallons) Diesel (1301.7 gallons)                         | 9,946.72           | 05/05/2026   |
| J & J ASPHALT               | J & J ASPHALT               | 101-4311-42600 Supplies & Materials  | City wide patches                                                    | 170.00             | 04/30/2026   |
| MASTERCARD                  | MASTERCARD                  | 101-4311-42600 Supplies & Materials  | ADOBE SUBS                                                           | 19.99              | 05/03/2026   |
| SD DEPT OF TRANSPORTATION   | SD DEPT OF TRANSPORTATION   | 101-4311-42600 Supplies & Materials  | Salt brine                                                           | 825.60             | 04/28/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4311-42800 Utilities             | 1057 Dudley St #tower                                                | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4311-42800 Utilities             | 1037 Dudley St                                                       | 38.67              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4311-42800 Utilities             | 1039 Dudley St                                                       | 46.96              | 05/06/2026   |

| Vendor Name            | Merchant Name       | GL Account and Title                 | Description                     | Net Invoice Amount | Invoice Date |
|------------------------|---------------------|--------------------------------------|---------------------------------|--------------------|--------------|
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4311-42800 Utilities             | 0 2nd St                        | 103.85             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4311-42800 Utilities             | 1039 Dudley St                  | 104.42             | 05/06/2026   |
| Total General:         |                     |                                      |                                 | 14,024.57          |              |
| Total Streets:         |                     |                                      |                                 | 14,024.57          |              |
| <b>Street Lighting</b> |                     |                                      |                                 |                    |              |
| <b>General</b>         |                     |                                      |                                 |                    |              |
| DAKOTA SUPPLY GROUP    | DAKOTA SUPPLY GROUP | 101-4316-42500 Repairs & Maintenance | Pole heads III (16)             | 8,848.00           | 04/28/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | E Ida St Light                  | 7.51               | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 100 Canyon View Ct              | 9.39               | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 2804 Dump Rd                    | 10.93              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 1120 Howard St                  | 10.93              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 2111 1/2 Paha Sapa Rd           | 10.93              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 952 Pineview Dr                 | 12.70              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 1 Vanocker Canyon Rd            | 14.08              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 1232 Lazelle St                 | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 1600 Lazelle St                 | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 8516 Sly Hill Rd (street light) | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 885 Lazelle St                  | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 50 Anna St                      | 20.43              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 650 Lazelle                     | 24.49              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 0 Vanocker Canyon Rd            | 32.85              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | Pine View                       | 34.52              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 800 Junction Ave                | 36.74              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 8625 Sly Hill                   | 45.18              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 1300 Junction Ave               | 47.69              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 1341 Lazelle St                 | 48.20              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | Quartzite Drive                 | 57.54              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 1920 Ball Park Rd               | 64.49              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | E Main & Middle St              | 98.05              | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 2617 Meadows Dr                 | 103.27             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | Davenport St Lights             | 115.07             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 902 2nd St                      | 141.28             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 942 8th St                      | 155.89             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 0 SD Hwy 34                     | 169.35             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 741 Lazelle St                  | 184.66             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 2877 Dickson Dr                 | 313.20             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 4200 S Baldwin St               | 565.66             | 05/06/2026   |
| BLACK HILLS ENERGY     | BLACK HILLS ENERGY  | 101-4316-42800 Utilities             | 1300 Meade Ave                  | 7,843.43           | 05/06/2026   |

| Vendor Name                  | Merchant Name             | GL Account and Title                 | Description                                                           | Net Invoice Amount | Invoice Date |
|------------------------------|---------------------------|--------------------------------------|-----------------------------------------------------------------------|--------------------|--------------|
| BUTTE ELECTRIC               | BUTTE ELECTRIC            | 101-4316-42800 Utilities             | Utilities April 2026                                                  | 1,045.59           | 05/01/2026   |
| Total General:               |                           |                                      |                                                                       | 20,132.05          |              |
| Total Street Lighting:       |                           |                                      |                                                                       | 20,132.05          |              |
| <b>Sanitary Service</b>      |                           |                                      |                                                                       |                    |              |
| <b>Sanitary Service</b>      |                           |                                      |                                                                       |                    |              |
| CBH COOPERATIVE #112407      | CBH COOPERATIVE #112407   | 612-4323-42500 Repairs & Maintenance | Credit bulk DEF invoice just received                                 | 862.50-            | 04/17/2026   |
| CBH COOPERATIVE #112407      | CBH COOPERATIVE #112407   | 612-4323-42500 Repairs & Maintenance | Bulk DEF 265 gallons Invoice rec'd on 5-11-2026                       | 914.25             | 09/30/2025   |
| INLAND TRUCK PARTS           | INLAND TRUCK PARTS        | 612-4323-42500 Repairs & Maintenance | Clevis kit & long stroke #194                                         | 99.44              | 04/30/2026   |
| STURGIS NAPA                 | STURGIS NAPA              | 612-4323-42500 Repairs & Maintenance | Blower motor #84                                                      | 74.31              | 04/28/2026   |
| LYNN'S DAKOTAMART-STURGIS    | LYNN'S DAKOTAMART-STURGIS | 612-4323-42600 Supplies & Materials  | Rubble Site cleaner & mouse traps                                     | 15.16              | 05/06/2026   |
| BLACK HILLS ENERGY           | BLACK HILLS ENERGY        | 612-4323-42800 Utilities             | 590 Marshall St                                                       | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY           | BLACK HILLS ENERGY        | 612-4323-42800 Utilities             | 20486 Avalanche Rd                                                    | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY           | BLACK HILLS ENERGY        | 612-4323-42800 Utilities             | 20492 Avalanche Rd                                                    | 190.08             | 05/06/2026   |
| KIEFFER SANITATION           | KIEFFER SANITATION        | 612-4323-42900 Other                 | 4- 8 yard containers twice per week prorated for April                | 44.44              | 05/01/2026   |
| DEERE CREDIT, INC.           | DEERE CREDIT, INC.        | 612-4323-43400 Machinery & Equipmen  | Dozer at Rubble Site                                                  | 110,789.13         | 05/02/2026   |
| Total Sanitary Service:      |                           |                                      |                                                                       | 111,294.31         |              |
| Total Sanitary Service:      |                           |                                      |                                                                       | 111,294.31         |              |
| <b>Wastewater Facilities</b> |                           |                                      |                                                                       |                    |              |
| <b>Wastewater Facilities</b> |                           |                                      |                                                                       |                    |              |
| MASTERCARD                   | MASTERCARD                | 604-4325-42500 Repairs & Maintenance | CAMPING WORLD SELECTOR SWITCH FOR CAMERA VAN                          | 48.84              | 05/03/2026   |
| WATERTREE INC                | WATERTREE INC             | 604-4325-42500 Repairs & Maintenance | Dbl pleated 10 Micron, carbon block & radial flow iron reduction WWTP | 1,860.20           | 04/27/2026   |
| ALSCO, INC                   | ALSCO, INC                | 604-4325-42600 Supplies & Materials  | Mats & mopheads WWTP                                                  | 243.33             | 04/30/2026   |
| CBH COOPERATIVE #112407      | CBH COOPERATIVE #112407   | 604-4325-42600 Supplies & Materials  | 55 gallon 50/50 multi V & 10 gallon CX qwiklift Invoice just received | 754.80             | 09/18/2025   |
| MASTERCARD                   | MASTERCARD                | 604-4325-42600 Supplies & Materials  | ZOOM.COM SUBS                                                         | 16.99              | 05/03/2026   |
| MASTERCARD                   | MASTERCARD                | 604-4325-42700 Travel                | SD ASSN RURAL WATER 2026 EXPO                                         | 140.00             | 05/03/2026   |
| BLACK HILLS ENERGY           | BLACK HILLS ENERGY        | 604-4325-42800 Utilities             | 0 SD Hwy 34                                                           | 18.55              | 05/06/2026   |
| BLACK HILLS ENERGY           | BLACK HILLS ENERGY        | 604-4325-42800 Utilities             | 1 SD Hwy 34                                                           | 143.20             | 05/06/2026   |
| BLACK HILLS ENERGY           | BLACK HILLS ENERGY        | 604-4325-42800 Utilities             | 0 SD Hwy 79                                                           | 371.55             | 05/06/2026   |
| BLACK HILLS ENERGY           | BLACK HILLS ENERGY        | 604-4325-42800 Utilities             | 0 SD Hwy 34                                                           | 858.95             | 05/06/2026   |
| BLACK HILLS ENERGY           | BLACK HILLS ENERGY        | 604-4325-42800 Utilities             | 20555 Glencoe Dr                                                      | 8,278.02           | 05/06/2026   |
| BLUE PEAK                    | BLUE PEAK                 | 604-4325-42800 Utilities             | Wastewater                                                            | 537.07             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES     | MONTANA DAKOTA UTILITIES  | 604-4325-42800 Utilities             | Glencoe Dr                                                            | 54.19              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES     | MONTANA DAKOTA UTILITIES  | 604-4325-42800 Utilities             | 19550 Glencoe Dr                                                      | 459.76             | 05/04/2026   |

| Vendor Name                    | Merchant Name             | GL Account and Title                 | Description                                                                           | Net Invoice Amount | Invoice Date |
|--------------------------------|---------------------------|--------------------------------------|---------------------------------------------------------------------------------------|--------------------|--------------|
| KIEFFER SANITATION             | KIEFFER SANITATION        | 604-4325-42900 Other                 | March container rent WWTP-invoice delayed as sent via email and failed on vendor side | 706.90             | 04/01/2026   |
| KIEFFER SANITATION             | KIEFFER SANITATION        | 604-4325-42900 Other                 | April container rent WWTP                                                             | 706.90             | 05/01/2026   |
| Total Wastewater Facilities:   |                           |                                      |                                                                                       | 15,199.25          |              |
| Total Wastewater Facilities:   |                           |                                      |                                                                                       | 15,199.25          |              |
| <b>Water System Operations</b> |                           |                                      |                                                                                       |                    |              |
| <b>Water System Operations</b> |                           |                                      |                                                                                       |                    |              |
| MB SERVICES LLC                | MB SERVICES LLC           | 602-4330-42200 Professional Fees     | Mowing at/near drainage ditches, tanks & wells                                        | 2,341.00           | 05/02/2026   |
| SACRISON PAVING, INC.          | SACRISON PAVING, INC.     | 602-4330-42500 Repairs & Maintenance | Mutiple water break patches                                                           | 5,106.38           | 05/05/2026   |
| DAKOTA SUPPLY GROUP            | DAKOTA SUPPLY GROUP       | 602-4330-42600 Supplies & Materials  | Meters, gaskets, bolts & nuts                                                         | 1,284.93           | 04/24/2026   |
| DAKOTA SUPPLY GROUP            | DAKOTA SUPPLY GROUP       | 602-4330-42600 Supplies & Materials  | Meters, gaskets bolt & nuts                                                           | 2,569.99           | 04/24/2026   |
| DAKOTA SUPPLY GROUP            | DAKOTA SUPPLY GROUP       | 602-4330-42600 Supplies & Materials  | Taps for new services on Pine Glenn                                                   | 1,515.71           | 04/30/2026   |
| FERGUSON WATERWORKS #2516      | FERGUSON WATERWORKS #2516 | 602-4330-42600 Supplies & Materials  | Copper tubing                                                                         | 695.91             | 04/29/2026   |
| MASTERCARD                     | MASTERCARD                | 602-4330-42600 Supplies & Materials  | MONOPRICE HDMI CABLE                                                                  | 104.80             | 05/03/2026   |
| MASTERCARD                     | MASTERCARD                | 602-4330-42700 Travel                | SD ASSN RURAL WATER 2026 EXPO                                                         | 140.00             | 05/03/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 501 Pine View                                                                         | 38.11              | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 1406 Pine View Rd                                                                     | 38.53              | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 1301 9th St                                                                           | 45.39              | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 2201 Bluebell Dr                                                                      | 68.87              | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 624 14th St                                                                           | 104.41             | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 600 13th St                                                                           | 112.87             | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 2901 Vanocker                                                                         | 207.43             | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 952 Pineview Dr                                                                       | 265.41             | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 1214 Industry Rd                                                                      | 449.95             | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 501 Pine View                                                                         | 2,178.53           | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 1777 Ball Park Rd                                                                     | 3,308.86           | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY        | 602-4330-42800 Utilities             | 2901 Vanocker                                                                         | 5,233.17           | 05/06/2026   |
| BLUE PEAK                      | BLUE PEAK                 | 602-4330-42800 Utilities             | Well #8                                                                               | 131.79             | 05/05/2026   |
| BUTTE ELECTRIC                 | BUTTE ELECTRIC            | 602-4330-42800 Utilities             | Utilities April 2026                                                                  | 2,256.08           | 05/01/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES  | 602-4330-42800 Utilities             | 3439 Whitewood Rd                                                                     | 20.44              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES  | 602-4330-42800 Utilities             | 501 Pine View Dr                                                                      | 23.66              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES  | 602-4330-42800 Utilities             | 1214 Industry Rd                                                                      | 24.31              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES  | 602-4330-42800 Utilities             | 625 14th St                                                                           | 26.90              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES  | 602-4330-42800 Utilities             | 1301 9th St                                                                           | 30.23              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES  | 602-4330-42800 Utilities             | 2901 Vanocker Dr                                                                      | 52.08              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES  | 602-4330-42800 Utilities             | 2901 Vanocker Dr                                                                      | 87.64              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES       | MONTANA DAKOTA UTILITIES  | 602-4330-42800 Utilities             | 501 Pine View Dr                                                                      | 430.09             | 05/04/2026   |
| AINSLIE, DANIEL                | AINSLIE, DANIEL           | 602-4330-45300 Refunds               | Water Refund                                                                          | 18.08              | 05/12/2026   |
| JACK'S CAMPERS                 | JACK'S CAMPERS            | 602-4330-45300 Refunds               | Water Refund                                                                          | 40.27              | 05/12/2026   |

| Vendor Name                    | Merchant Name                 | GL Account and Title |                       | Description                        | Net Invoice Amount | Invoice Date |
|--------------------------------|-------------------------------|----------------------|-----------------------|------------------------------------|--------------------|--------------|
| Total Water System Operations: |                               |                      |                       |                                    | 28,951.82          |              |
| Total Water System Operations: |                               |                      |                       |                                    | 28,951.82          |              |
| <b>Airport</b>                 |                               |                      |                       |                                    |                    |              |
| <b>General</b>                 |                               |                      |                       |                                    |                    |              |
| BEAR BUTTE VALLEY WATER, INC.  | BEAR BUTTE VALLEY WATER, INC. | 101-4350-42800       | Utilities             | Utilities April 2026               | 98.10              | 04/30/2026   |
| BLUE PEAK                      | BLUE PEAK                     | 101-4350-42800       | Utilities             | Airport                            | 63.97              | 05/05/2026   |
| WEST RIVER ELECTRIC ASSN       | WEST RIVER ELECTRIC ASSN      | 101-4350-42800       | Utilities             | Utilities April 2026               | 711.08             | 04/30/2026   |
| Total General:                 |                               |                      |                       |                                    | 873.15             |              |
| Total Airport:                 |                               |                      |                       |                                    | 873.15             |              |
| <b>Cemetery</b>                |                               |                      |                       |                                    |                    |              |
| <b>General</b>                 |                               |                      |                       |                                    |                    |              |
| GROSSENBURG IMPLEMENT, INC.    | GROSSENBURG IMPLEMENT, INC.   | 101-4370-42500       | Repairs & Maintenance | Spindle & universal driveshaft #17 | 1,314.09           | 05/01/2026   |
| PREMIER EQUIPMENT LLC          | PREMIER EQUIPMENT LLC         | 101-4370-42500       | Repairs & Maintenance | Thermostat & water pump #17        | 326.97             | 05/04/2026   |
| STURGIS NAPA                   | STURGIS NAPA                  | 101-4370-42500       | Repairs & Maintenance | Fan belt #17                       | 29.29              | 04/30/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY            | 101-4370-42800       | Utilities             | 118 Main St                        | 10.93              | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY            | 101-4370-42800       | Utilities             | 2217 Junction Ave                  | 33.99              | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY            | 101-4370-42800       | Utilities             | 2423 Lazelle St                    | 60.04              | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY            | 101-4370-42800       | Utilities             | 120 Main St                        | 61.43              | 05/06/2026   |
| BLACK HILLS ENERGY             | BLACK HILLS ENERGY            | 101-4370-42800       | Utilities             | 0 Sly St                           | 100.61             | 05/06/2026   |
| Total General:                 |                               |                      |                       |                                    | 1,937.35           |              |
| Total Cemetery:                |                               |                      |                       |                                    | 1,937.35           |              |
| <b>Ambulance</b>               |                               |                      |                       |                                    |                    |              |
| <b>Ambulance</b>               |                               |                      |                       |                                    |                    |              |
| AED SMART MONITORING           | AED SMART MONITORING          | 644-4460-42200       | Professional Fees     | AED Mon & Maint Rally Point        | 600.00             | 05/01/2026   |
| IMAGE TREND INC.               | IMAGE TREND INC.              | 644-4460-42200       | Professional Fees     | EMS/Cad Card                       | 1,407.58           | 05/08/2026   |
| PCC AMBULANCE BILLING SERVICE  | PCC AMBULANCE BILLING SERVICE | 644-4460-42200       | Professional Fees     | Ambulance Billing Aug 2025         | 7,863.36           | 08/31/2025   |
| PCC AMBULANCE BILLING SERVICE  | PCC AMBULANCE BILLING SERVICE | 644-4460-42200       | Professional Fees     | Ambulance Billing Sept 2025        | 8,635.71           | 09/30/2025   |
| PCC AMBULANCE BILLING SERVICE  | PCC AMBULANCE BILLING SERVICE | 644-4460-42200       | Professional Fees     | Ambulance Billing Oct 2025         | 8,199.55           | 10/31/2025   |
| CORY'S POINT S TIRE & AUTO     | CORY'S POINT S TIRE & AUTO    | 644-4460-42500       | Repairs & Maintenance | Tire alignment                     | 98.31              | 04/29/2026   |
| JACOBS AUTO REPAIR             | JACOBS AUTO REPAIR            | 644-4460-42500       | Repairs & Maintenance | 2021 Ford E450                     | 851.25             | 04/23/2026   |
| STURGIS ACE HARDWARE #3        | STURGIS ACE HARDWARE #3       | 644-4460-42500       | Repairs & Maintenance | Repairs & Maint                    | 16.70              | 04/24/2026   |
| STURGIS ACE HARDWARE #3        | STURGIS ACE HARDWARE #3       | 644-4460-42500       | Repairs & Maintenance | Repairs & Maint for S5             | 13.15              | 04/24/2026   |

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| Vendor Name                         | Merchant Name                 | GL Account and Title                  | Description                         | Net Invoice Amount | Invoice Date |
|-------------------------------------|-------------------------------|---------------------------------------|-------------------------------------|--------------------|--------------|
| A & B WELDING CO, INC.              | A & B WELDING CO, INC.        | 644-4460-42600 Supplies & Materials   | Oxygen                              | 94.70              | 04/30/2026   |
| A & B WELDING CO, INC.              | A & B WELDING CO, INC.        | 644-4460-42600 Supplies & Materials   | Oxygen                              | 192.50             | 04/20/2026   |
| A & B WELDING CO, INC.              | A & B WELDING CO, INC.        | 644-4460-42600 Supplies & Materials   | credits per statement               | 70.07-             | 04/30/2026   |
| BLACK HILLS CHEMICAL                | BLACK HILLS CHEMICAL          | 644-4460-42600 Supplies & Materials   | MightyWipes                         | 179.92             | 05/07/2026   |
| MASTERCARD                          | MASTERCARD                    | 644-4460-42600 Supplies & Materials   | AMAZON NAME PLATE                   | 11.67              | 05/03/2026   |
| MASTERCARD                          | MASTERCARD                    | 644-4460-42600 Supplies & Materials   | DOLLAR GENERAL DISPATCH SUPPLIES    | 20.71              | 05/03/2026   |
| MASTERCARD                          | MASTERCARD                    | 644-4460-42600 Supplies & Materials   | AMAZON BATTERY REPL/CHARGER         | 45.47              | 05/03/2026   |
| MASTERCARD                          | MASTERCARD                    | 644-4460-42600 Supplies & Materials   | BOUND TREE MEDICAL MEDICAL SUPPLIES | 458.80             | 05/03/2026   |
| MONUMENT HEALTH RAPID CITY HOSPITAL | MONUMENT HEALTH RAPID CITY HO | 644-4460-42600 Supplies & Materials   | Medical Supplies                    | 110.98             | 04/17/2026   |
| SD DEPT OF HEALTH                   | SD DEPT OF HEALTH             | 644-4460-42600 Supplies & Materials   | ORHES Renewal fee 2026              | 12.00              | 05/11/2026   |
| SERVALL TOWEL & LINEN               | SERVALL TOWEL & LINEN         | 644-4460-42600 Supplies & Materials   | Mops & Mats                         | 80.73              | 05/05/2026   |
| BLACK HILLS ENERGY                  | BLACK HILLS ENERGY            | 644-4460-42800 Utilities              | 1920 Ball Park Rd                   | 396.25             | 05/06/2026   |
| BLUE PEAK                           | BLUE PEAK                     | 644-4460-42800 Utilities              | Ambulance/Fire                      | 124.90             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES            | MONTANA DAKOTA UTILITIES      | 644-4460-42800 Utilities              | 1901 Ball Park Rd                   | 148.33             | 05/04/2026   |
| Total Ambulance:                    |                               |                                       |                                     | 29,492.50          |              |
| Total Ambulance:                    |                               |                                       |                                     | 29,492.50          |              |
| <b>Community Center</b>             |                               |                                       |                                     |                    |              |
| <b>General</b>                      |                               |                                       |                                     |                    |              |
| MASTERCARD                          | MASTERCARD                    | 101-4511-42200 Professional Fees      | VSP SOFTWARE HOSTING FEE            | 617.55             | 05/03/2026   |
| STURGIS ACE HARDWARE #3             | STURGIS ACE HARDWARE #3       | 101-4511-42500 Repairs & Maintenance  | fasteners                           | 6.98               | 04/15/2026   |
| STURGIS ACE HARDWARE #3             | STURGIS ACE HARDWARE #3       | 101-4511-42500 Repairs & Maintenance  | primer                              | 13.98              | 04/29/2026   |
| STURGIS ACE HARDWARE #3             | STURGIS ACE HARDWARE #3       | 101-4511-42500 Repairs & Maintenance  | primer return                       | 6.99-              | 05/05/2026   |
| MASTERCARD                          | MASTERCARD                    | 101-4511-42600 Supplies & Materials   | WAL-MART COFFEE POT                 | 34.45              | 05/03/2026   |
| BLACK HILLS ENERGY                  | BLACK HILLS ENERGY            | 101-4511-42800 Utilities              | 1403 Lazelle St                     | 10.37              | 05/06/2026   |
| BLACK HILLS ENERGY                  | BLACK HILLS ENERGY            | 101-4511-42800 Utilities              | 113 Comanche Rd                     | 79.99              | 05/06/2026   |
| BLACK HILLS ENERGY                  | BLACK HILLS ENERGY            | 101-4511-42800 Utilities              | 1403 Lazelle St                     | 134.20             | 05/06/2026   |
| BLACK HILLS ENERGY                  | BLACK HILLS ENERGY            | 101-4511-42800 Utilities              | 113 Comanche Rd                     | 394.33             | 05/06/2026   |
| BLACK HILLS ENERGY                  | BLACK HILLS ENERGY            | 101-4511-42800 Utilities              | 1401 Lazelle St                     | 8,302.21           | 05/06/2026   |
| BLUE PEAK                           | BLUE PEAK                     | 101-4511-42800 Utilities              | Community Center                    | 624.84             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES            | MONTANA DAKOTA UTILITIES      | 101-4511-42800 Utilities              | 1401 Lazelle St                     | 4,760.68           | 05/04/2026   |
| PUSH-PEDAL-PULL                     | PUSH-PEDAL-PULL               | 101-4511-43410 Furniture & Minor Equi | weight room equipment               | 13,631.00          | 01/04/2026   |
| Total General:                      |                               |                                       |                                     | 28,603.59          |              |
| Total Community Center:             |                               |                                       |                                     | 28,603.59          |              |

| Vendor Name                 | Merchant Name               | GL Account and Title                 | Description                                                                                   | Net Invoice Amount | Invoice Date |
|-----------------------------|-----------------------------|--------------------------------------|-----------------------------------------------------------------------------------------------|--------------------|--------------|
| <b>General</b>              |                             |                                      |                                                                                               |                    |              |
| MASTERCARD                  | MASTERCARD                  | 101-4512-42600 Supplies & Materials  | EPIC SPORTS PITCHERS RUBBER SYSTEM                                                            | 165.65             | 05/03/2026   |
| Total General:              |                             |                                      |                                                                                               | 165.65             |              |
| Total Recreation:           |                             |                                      |                                                                                               | 165.65             |              |
| <b>Park</b>                 |                             |                                      |                                                                                               |                    |              |
| <b>General</b>              |                             |                                      |                                                                                               |                    |              |
| TRUGREEN                    | TRUGREEN                    | 101-4520-42200 Professional Fees     | Weedspraying at parks & ball fds                                                              | 5,741.46           | 04/30/2026   |
| A & J SURPLUS               | A & J SURPLUS               | 101-4520-42500 Repairs & Maintenance | Metal- flat & expanded #103                                                                   | 262.93             | 05/06/2026   |
| OWENS INTERSTATE SALES INC. | OWENS INTERSTATE SALES INC. | 101-4520-42500 Repairs & Maintenance | High capacity v belt #45                                                                      | 27.99              | 05/08/2026   |
| RUNNINGS SUPPLY INC         | RUNNINGS SUPPLY INC         | 101-4520-42500 Repairs & Maintenance | Pin, top link, pin likt arm & paint #102                                                      | 47.94              | 05/06/2026   |
| RUNNINGS SUPPLY INC         | RUNNINGS SUPPLY INC         | 101-4520-42500 Repairs & Maintenance | Weed trimmer string & extension                                                               | 55.77              | 05/06/2026   |
| STURGIS NAPA                | STURGIS NAPA                | 101-4520-42500 Repairs & Maintenance | 2yr wty batt. for JD mower                                                                    | 158.65             | 04/30/2026   |
| STURGIS NAPA                | STURGIS NAPA                | 101-4520-42500 Repairs & Maintenance | Core deposit refund-JD mower batt.                                                            | 18.00-             | 05/07/2026   |
| BLACK HILLS CHEMICAL        | BLACK HILLS CHEMICAL        | 101-4520-42600 Supplies & Materials  | Jumbo twin bath tissue dispenser (2)                                                          | 78.76              | 04/30/2026   |
| GROSSENBURG IMPLEMENT, INC. | GROSSENBURG IMPLEMENT, INC. | 101-4520-42600 Supplies & Materials  | Filters for mowers (8)                                                                        | 221.84             | 04/28/2026   |
| MASTERCARD                  | MASTERCARD                  | 101-4520-42600 Supplies & Materials  | MASTERCARD REBATE - REFUND                                                                    | 100.00-            | 05/03/2026   |
| OWENS INTERSTATE SALES INC. | OWENS INTERSTATE SALES INC. | 101-4520-42600 Supplies & Materials  | HD fuel filter #85                                                                            | 12.84              | 04/27/2026   |
| OWENS INTERSTATE SALES INC. | OWENS INTERSTATE SALES INC. | 101-4520-42600 Supplies & Materials  | Fuel filter #85- special order                                                                | 17.06              | 04/29/2026   |
| RUNNINGS SUPPLY INC         | RUNNINGS SUPPLY INC         | 101-4520-42600 Supplies & Materials  | O-ring kit for irrigation at Centennial Park                                                  | 10.49              | 05/04/2026   |
| STURGIS ACE HARDWARE #1     | STURGIS ACE HARDWARE #1     | 101-4520-42600 Supplies & Materials  | Gaskets & key stem 4-way, turn on water at park shelters                                      | 24.90              | 04/29/2026   |
| STURGIS ACE HARDWARE #1     | STURGIS ACE HARDWARE #1     | 101-4520-42600 Supplies & Materials  | Toilet ring remover, valve relief, sprinkler timer & fasteners-turn on water at park shelters | 104.72             | 04/30/2026   |
| STURGIS ACE HARDWARE #1     | STURGIS ACE HARDWARE #1     | 101-4520-42600 Supplies & Materials  | Exchange valve relief for valve temp & press-turn on water at park shelters                   | 3.00               | 04/30/2026   |
| STURGIS ACE HARDWARE #1     | STURGIS ACE HARDWARE #1     | 101-4520-42600 Supplies & Materials  | Hose, nozzle & scouring stick for cleaning shelters                                           | 59.74              | 05/07/2026   |
| STURGIS ACE HARDWARE #1     | STURGIS ACE HARDWARE #1     | 101-4520-42600 Supplies & Materials  | Coupler package irrigation at parks                                                           | 9.99               | 05/07/2026   |
| STURGIS ACE HARDWARE #1     | STURGIS ACE HARDWARE #1     | 101-4520-42600 Supplies & Materials  | Batteries for irrigation timer                                                                | 19.99              | 05/11/2026   |
| WARNE CHEMICAL              | WARNE CHEMICAL              | 101-4520-42600 Supplies & Materials  | Fertilizer                                                                                    | 79.15              | 05/11/2026   |
| WARNE CHEMICAL              | WARNE CHEMICAL              | 101-4520-42600 Supplies & Materials  | Weed killer for pond                                                                          | 370.41             | 05/11/2026   |
| MASTERCARD                  | MASTERCARD                  | 101-4520-42700 Travel                | DEPT OF AG RECERTIFICATION - DOYLE                                                            | 35.88              | 05/03/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 1303 1/2 Ball Park Rd                                                                         | 10.37              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 830 6th St                                                                                    | 10.93              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 401 City Park Rd                                                                              | 11.87              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 2820 Starline Ave                                                                             | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 1730 Ball Park Rd                                                                             | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 1910 Ball Park Rd                                                                             | 15.00              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 405 City Park Rd                                                                              | 20.75              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 913 Woodland Dr                                                                               | 21.84              | 05/06/2026   |
| BLACK HILLS ENERGY          | BLACK HILLS ENERGY          | 101-4520-42800 Utilities             | 401 1/2 City Park Rd                                                                          | 24.35              | 05/06/2026   |

| Vendor Name              | Merchant Name            | GL Account and Title     | Description            | Net Invoice Amount | Invoice Date |
|--------------------------|--------------------------|--------------------------|------------------------|--------------------|--------------|
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 1301 Ball Park Rd      | 28.70              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 830 6th St             | 34.07              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 216 Ball Park Rd       | 40.13              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 405 City Park Rd       | 41.51              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 1510 Ball Park Rd      | 63.23              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 606 City Park Rd       | 69.38              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 591 Lazelle St         | 77.50              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 1870 Ball Park Rd      | 82.07              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 1301 Ball Park Rd      | 96.81              | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 500 6th St             | 125.01             | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 1930 1/2 Ball Park Rd. | 411.65             | 05/06/2026   |
| BLACK HILLS ENERGY       | BLACK HILLS ENERGY       | 101-4520-42800 Utilities | 405 City Park Rd       | 587.88             | 05/06/2026   |
| MONTANA DAKOTA UTILITIES | MONTANA DAKOTA UTILITIES | 101-4520-42800 Utilities | 1870 Ball Park Rd      | 44.13              | 05/04/2026   |
| MONTANA DAKOTA UTILITIES | MONTANA DAKOTA UTILITIES | 101-4520-42800 Utilities | 830 6th St             | 54.04              | 05/04/2026   |
| Total General:           |                          |                          |                        | 9,126.73           |              |
| Total Park:              |                          |                          |                        | 9,126.73           |              |

**Library****General**

|                              |                              |                                      |                            |          |            |
|------------------------------|------------------------------|--------------------------------------|----------------------------|----------|------------|
| STURGIS ACE HARDWARE #3      | STURGIS ACE HARDWARE #3      | 101-4551-42500 Repairs & Maintenance |                            | 47.97    | 04/28/2026 |
| CENGAGE LEARNING, INC / GALE | CENGAGE LEARNING, INC / GALE | 101-4551-42600 Supplies & Materials  |                            | 74.25    | 04/23/2026 |
| CENGAGE LEARNING, INC / GALE | CENGAGE LEARNING, INC / GALE | 101-4551-42600 Supplies & Materials  |                            | 52.50    | 04/24/2026 |
| CENGAGE LEARNING, INC / GALE | CENGAGE LEARNING, INC / GALE | 101-4551-42600 Supplies & Materials  |                            | 67.50    | 04/24/2026 |
| INGRAM LIBRARY SERVICES      | INGRAM LIBRARY SERVICES      | 101-4551-42600 Supplies & Materials  |                            | 87.58    | 04/24/2026 |
| INGRAM LIBRARY SERVICES      | INGRAM LIBRARY SERVICES      | 101-4551-42600 Supplies & Materials  |                            | 658.28   | 04/27/2026 |
| INGRAM LIBRARY SERVICES      | INGRAM LIBRARY SERVICES      | 101-4551-42600 Supplies & Materials  |                            | 31.50    | 04/28/2026 |
| INGRAM LIBRARY SERVICES      | INGRAM LIBRARY SERVICES      | 101-4551-42600 Supplies & Materials  |                            | 25.80    | 04/30/2026 |
| INGRAM LIBRARY SERVICES      | INGRAM LIBRARY SERVICES      | 101-4551-42600 Supplies & Materials  |                            | 20.99    | 05/01/2026 |
| INGRAM LIBRARY SERVICES      | INGRAM LIBRARY SERVICES      | 101-4551-42600 Supplies & Materials  |                            | 29.68    | 05/06/2026 |
| INGRAM LIBRARY SERVICES      | INGRAM LIBRARY SERVICES      | 101-4551-42600 Supplies & Materials  |                            | 38.39    | 05/07/2026 |
| INGRAM LIBRARY SERVICES      | INGRAM LIBRARY SERVICES      | 101-4551-42600 Supplies & Materials  |                            | 20.39    | 05/08/2026 |
| LYNN'S DAKOTAMART-STURGIS    | LYNN'S DAKOTAMART-STURGIS    | 101-4551-42600 Supplies & Materials  | GTG programming            | 16.47    | 05/08/2026 |
| MASTERCARD                   | MASTERCARD                   | 101-4551-42600 Supplies & Materials  | CREDIT CARD BILLING CREDIT | .76-     | 05/03/2026 |
| MASTERCARD                   | MASTERCARD                   | 101-4551-42600 Supplies & Materials  | WALMART - PROG SUPPLIES    | 10.31    | 05/03/2026 |
| MASTERCARD                   | MASTERCARD                   | 101-4551-42600 Supplies & Materials  | AMAZON OFFICE SUPPLIES     | 43.29    | 05/03/2026 |
| MASTERCARD                   | MASTERCARD                   | 101-4551-42600 Supplies & Materials  | WALMART - DVDs             | 79.96    | 05/03/2026 |
| OVERDRIVE                    | OVERDRIVE                    | 101-4551-42600 Supplies & Materials  |                            | 3,000.00 | 02/01/2026 |
| BLUE PEAK                    | BLUE PEAK                    | 101-4551-42800 Utilities             | Library                    | 405.84   | 05/05/2026 |

| Vendor Name                        | Merchant Name                 | GL Account and Title                | Description                      | Net Invoice Amount | Invoice Date |
|------------------------------------|-------------------------------|-------------------------------------|----------------------------------|--------------------|--------------|
| Total General:                     |                               |                                     |                                  | 4,709.94           |              |
| Total Library:                     |                               |                                     |                                  | 4,709.94           |              |
| <b>Auditorium</b>                  |                               |                                     |                                  |                    |              |
| <b>General</b>                     |                               |                                     |                                  |                    |              |
| MASTERCARD                         | MASTERCARD                    | 101-4560-42200 Professional Fees    | SIMPLISAFE CAMERA SURVEILLANCE   | 37.16              | 05/03/2026   |
| BLACK HILLS ENERGY                 | BLACK HILLS ENERGY            | 101-4560-42800 Utilities            | 1023 Main St                     | 589.93             | 05/06/2026   |
| BLUE PEAK                          | BLUE PEAK                     | 101-4560-42800 Utilities            | Auditorium                       | 109.49             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES           | MONTANA DAKOTA UTILITIES      | 101-4560-42800 Utilities            | 1019 Main St                     | 327.17             | 05/04/2026   |
| Total General:                     |                               |                                     |                                  | 1,063.75           |              |
| Total Auditorium:                  |                               |                                     |                                  | 1,063.75           |              |
| <b>Debt Service</b>                |                               |                                     |                                  |                    |              |
| <b>Capital Improvement</b>         |                               |                                     |                                  |                    |              |
| SD DEPT OF PUBLIC SAFETY           | SD DEPT OF PUBLIC SAFETY      | 212-4700-44100 Principal            | FEMA Loan Repayment              | 15,719.25          | 05/01/2026   |
| SD DEPT OF PUBLIC SAFETY           | SD DEPT OF PUBLIC SAFETY      | 212-4700-44200 Interest             | FEMA Loan Repayment - Int        | 1,260.81           | 05/01/2026   |
| Total Capital Improvement:         |                               |                                     |                                  | 16,980.06          |              |
| Total Debt Service:                |                               |                                     |                                  | 16,980.06          |              |
| <b>Liquor</b>                      |                               |                                     |                                  |                    |              |
| <b>Liquor</b>                      |                               |                                     |                                  |                    |              |
| MASTERCARD                         | MASTERCARD                    | 601-4990-42200 Professional Fees    | COUNTERPOINT POS SYSTEM CC TRANS | 176.38             | 05/03/2026   |
| MASTERCARD                         | MASTERCARD                    | 601-4990-42200 Professional Fees    | LPA RETAIL MONTHLY SUPPORT       | 1,470.00           | 05/03/2026   |
| BLACK HILLS PIONEER                | BLACK HILLS PIONEER           | 601-4990-42300 Publishing           | Liquor Store Publishing          | 112.50             | 12/17/2025   |
| BLACK HILLS PIONEER                | BLACK HILLS PIONEER           | 601-4990-42300 Publishing           | Our town ad                      | 190.00             | 04/25/2026   |
| RIVERFRONT BROADCASTING, LLC       | RIVERFRONT BROADCASTING, LLC  | 601-4990-42300 Publishing           | radio ads                        | 627.30             | 04/30/2026   |
| RIVERFRONT BROADCASTING, LLC       | RIVERFRONT BROADCASTING, LLC  | 601-4990-42300 Publishing           | radio ads                        | 627.30             | 04/30/2026   |
| BLACK HILLS CHEMICAL               | BLACK HILLS CHEMICAL          | 601-4990-42600 Supplies & Materials | Bags                             | 184.87             | 04/30/2026   |
| CBH COOPERATIVE - #865928          | CBH COOPERATIVE - #865928     | 601-4990-42600 Supplies & Materials | Fuel                             | 36.09              | 05/08/2026   |
| COCA COLA BOTTLING COMPANY HIGH CO | COCA COLA BOTTLING COMPANY HI | 601-4990-42600 Supplies & Materials | Water                            | 9.00               | 04/27/2026   |
| MASTERCARD                         | MASTERCARD                    | 601-4990-42600 Supplies & Materials | LPA RETAIL RECEIPT PRINTERS      | 3,649.91           | 05/03/2026   |
| RUSHMORE OFFICE SUPPLY             | RUSHMORE OFFICE SUPPLY        | 601-4990-42600 Supplies & Materials | Toner cartridges                 | 481.00             | 05/02/2026   |
| RUSHMORE OFFICE SUPPLY             | RUSHMORE OFFICE SUPPLY        | 601-4990-42600 Supplies & Materials | Pens                             | 12.49              | 05/05/2026   |
| STURGIS ACE HARDWARE #3            | STURGIS ACE HARDWARE #3       | 601-4990-42600 Supplies & Materials | Vacuum                           | 149.99             | 04/28/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP         | 601-4990-42620 Off Sale Liquor      | Liquor                           | 1,221.30           | 05/01/2026   |

| Vendor Name                        | Merchant Name                   | GL Account and Title             | Description                  | Net Invoice Amount | Invoice Date |
|------------------------------------|---------------------------------|----------------------------------|------------------------------|--------------------|--------------|
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42620 Off Sale Liquor   | Liquor                       | 143.00             | 05/05/2026   |
| BADLANDS DISTILLERY, LLC           | BADLANDS DISTILLERY, LLC        | 601-4990-42620 Off Sale Liquor   | Liquor                       | 548.44             | 05/04/2026   |
| BLACKFORK SPIRITS LLC              | BLACKFORK SPIRITS LLC           | 601-4990-42620 Off Sale Liquor   | Liquor                       | 768.12             | 04/27/2026   |
| CASK & CORK                        | CASK & CORK                     | 601-4990-42620 Off Sale Liquor   | Liquor                       | 609.38             | 04/28/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 12,684.05          | 04/29/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 272.40             | 04/30/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 298.25             | 04/30/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 13,406.25          | 04/30/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 1,086.23           | 04/30/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 284.75             | 05/06/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 10,933.09          | 05/06/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42620 Off Sale Liquor   | RTV Liquor                   | 85.00-             | 04/08/2026   |
| QUALITY BRANDS OF THE BLACK HILLS  | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42620 Off Sale Liquor   | Liquor                       | 313.15             | 04/30/2026   |
| QUALITY BRANDS OF THE BLACK HILLS  | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42620 Off Sale Liquor   | Liquor                       | 57.40              | 04/30/2026   |
| REPUBLIC BEVERAGE COMPANY          | REPUBLIC BEVERAGE COMPANY       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 36.40              | 04/29/2026   |
| REPUBLIC BEVERAGE COMPANY          | REPUBLIC BEVERAGE COMPANY       | 601-4990-42620 Off Sale Liquor   | Liquor                       | 3,256.51           | 04/29/2026   |
| SCHADE VINEYARD, INC.              | SCHADE VINEYARD, INC.           | 601-4990-42620 Off Sale Liquor   | Liquor                       | 312.00             | 04/29/2026   |
| SOUTHERN GLAZER'S OF SD            | SOUTHERN GLAZER'S OF SD         | 601-4990-42620 Off Sale Liquor   | RTV Liquor                   | 269.91-            | 04/21/2026   |
| SOUTHERN GLAZER'S OF SD            | SOUTHERN GLAZER'S OF SD         | 601-4990-42620 Off Sale Liquor   | Liquor                       | 404.08             | 04/07/2026   |
| SOUTHERN GLAZER'S OF SD            | SOUTHERN GLAZER'S OF SD         | 601-4990-42620 Off Sale Liquor   | Liquor                       | 4,880.45           | 04/29/2026   |
| SOUTHERN GLAZER'S OF SD            | SOUTHERN GLAZER'S OF SD         | 601-4990-42620 Off Sale Liquor   | Liquor                       | 549.82             | 04/29/2026   |
| BLACK HILLS SNACKS                 | BLACK HILLS SNACKS              | 601-4990-42640 Snacks for Resale | Snacks                       | 163.93             | 04/29/2026   |
| CASH-WA DISTRIBUTING, INC.         | CASH-WA DISTRIBUTING, INC.      | 601-4990-42640 Snacks for Resale | Snacks                       | 36.45              | 04/28/2026   |
| DAKOTA'S BEST                      | DAKOTA'S BEST                   | 601-4990-42640 Snacks for Resale | Snacks                       | 129.00             | 04/30/2026   |
| MAIER MEATS LLC                    | MAIER MEATS LLC                 | 601-4990-42640 Snacks for Resale | Beef Jerky                   | 390.00             | 05/06/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42650 Pop for Resale    | Pop                          | 200.39             | 04/28/2026   |
| COCA COLA BOTTLING COMPANY HIGH CO | COCA COLA BOTTLING COMPANY HI   | 601-4990-42650 Pop for Resale    | Pop                          | 709.70             | 04/27/2026   |
| COCA COLA BOTTLING COMPANY HIGH CO | COCA COLA BOTTLING COMPANY HI   | 601-4990-42650 Pop for Resale    | Pop                          | 283.50             | 05/04/2026   |
| COCA COLA BOTTLING COMPANY HIGH CO | COCA COLA BOTTLING COMPANY HI   | 601-4990-42650 Pop for Resale    | RTV Pop                      | 35.00-             | 04/30/2026   |
| VOSS DISTRIBUTING                  | VOSS DISTRIBUTING               | 601-4990-42650 Pop for Resale    | Pop                          | 49.95              | 04/28/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42660 Off Sale Beer     | Shortage on invoice for Beer | 286.00             | 04/07/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42660 Off Sale Beer     | Beer                         | 3,124.70           | 04/28/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42660 Off Sale Beer     | credit to beer               | 60.00-             | 05/01/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42660 Off Sale Beer     | Beer                         | 2,652.75           | 05/05/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42660 Off Sale Beer     | credit to beer               | 15.20-             | 05/05/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42660 Off Sale Beer     | Beer                         | 28.40              | 05/06/2026   |
| ADMIRAL BEVERAGE CORP              | ADMIRAL BEVERAGE CORP           | 601-4990-42660 Off Sale Beer     |                              | 84.75-             | 04/28/2026   |
| GLOBAL DISTRIBUTING INC.           | GLOBAL DISTRIBUTING INC.        | 601-4990-42660 Off Sale Beer     | Beer                         | 388.00             | 04/29/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42660 Off Sale Beer     | Beer                         | 69.50              | 04/29/2026   |
| JOHNSON WESTERN WHOLESale          | JOHNSON WESTERN WHOLESale       | 601-4990-42660 Off Sale Beer     | Beer                         | 34.75              | 05/06/2026   |
| QUALITY BRANDS OF THE BLACK HILLS  | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42660 Off Sale Beer     | Beer                         | 173.00             | 04/27/2026   |

| Vendor Name                       | Merchant Name                   | GL Account and Title                 | Description                      | Net Invoice Amount | Invoice Date |
|-----------------------------------|---------------------------------|--------------------------------------|----------------------------------|--------------------|--------------|
| QUALITY BRANDS OF THE BLACK HILLS | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42660 Off Sale Beer         | Beer                             | 45.00              | 04/27/2026   |
| QUALITY BRANDS OF THE BLACK HILLS | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42660 Off Sale Beer         | Beer                             | 2,747.63           | 04/27/2026   |
| QUALITY BRANDS OF THE BLACK HILLS | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42660 Off Sale Beer         | Beer                             | 112.50             | 04/27/2026   |
| QUALITY BRANDS OF THE BLACK HILLS | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42660 Off Sale Beer         | Beer                             | 2,832.76           | 04/30/2026   |
| QUALITY BRANDS OF THE BLACK HILLS | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42660 Off Sale Beer         | RTV Beer                         | 13.50-             | 04/27/2026   |
| QUALITY BRANDS OF THE BLACK HILLS | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42660 Off Sale Beer         | credit to beer                   | 14.00-             | 05/06/2026   |
| QUALITY BRANDS OF THE BLACK HILLS | QUALITY BRANDS OF THE BLACK HIL | 601-4990-42660 Off Sale Beer         | credit to beer                   | 41.00-             | 05/06/2026   |
| BLACK HILLS ENERGY                | BLACK HILLS ENERGY              | 601-4990-42800 Utilities             | 1075 Lazelle St                  | 24.19              | 05/06/2026   |
| BLACK HILLS ENERGY                | BLACK HILLS ENERGY              | 601-4990-42800 Utilities             | 1075 Lazelle St                  | 1,316.52           | 05/06/2026   |
| BLUE PEAK                         | BLUE PEAK                       | 601-4990-42800 Utilities             | Liquor Store                     | 409.67             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES          | MONTANA DAKOTA UTILITIES        | 601-4990-42800 Utilities             | 1075 Lazelle St                  | 104.87             | 05/04/2026   |
| CASH-WA DISTRIBUTING, INC.        | CASH-WA DISTRIBUTING, INC.      | 601-4990-45200 Merchandise for Resal | Misc                             | 13.55              | 04/28/2026   |
| CASK & CORK                       | CASK & CORK                     | 601-4990-45200 Merchandise for Resal | Other drinks                     | 418.63             | 04/28/2026   |
| CASK & CORK                       | CASK & CORK                     | 601-4990-45200 Merchandise for Resal | Other drinks/tobacco             | 522.65             | 04/30/2026   |
| CASK & CORK                       | CASK & CORK                     | 601-4990-45200 Merchandise for Resal | credit to merch                  | 13.00-             | 05/01/2026   |
| CASH-WA DISTRIBUTING, INC.        | CASH-WA DISTRIBUTING, INC.      | 601-4990-45210 Cigarettes for Resale | Cigarettes                       | 756.69             | 04/28/2026   |
| DAKOTA'S BEST                     | DAKOTA'S BEST                   | 601-4990-45210 Cigarettes for Resale | Cigarettes                       | 825.00             | 04/30/2026   |
| CASH-WA DISTRIBUTING, INC.        | CASH-WA DISTRIBUTING, INC.      | 601-4990-45220 Tobacco for Resale    | Tobacco                          | 237.66             | 04/28/2026   |
| Total Liquor:                     |                                 |                                      |                                  | 78,247.88          |              |
| Total Liquor:                     |                                 |                                      |                                  | 78,247.88          |              |
| <b>Misc Expenditures</b>          |                                 |                                      |                                  |                    |              |
| <b>Special Sales Tax</b>          |                                 |                                      |                                  |                    |              |
| BLACK HILLS ENERGY                | BLACK HILLS ENERGY              | 211-9000-42800 Utilities             | 1211 Main St                     | 69.71              | 05/06/2026   |
| BLACK HILLS ENERGY                | BLACK HILLS ENERGY              | 211-9000-42800 Utilities             | 1211 Main St                     | 247.08             | 05/06/2026   |
| BLUE PEAK                         | BLUE PEAK                       | 211-9000-42800 Utilities             | HD Rally Point                   | 330.35             | 05/05/2026   |
| MONTANA DAKOTA UTILITIES          | MONTANA DAKOTA UTILITIES        | 211-9000-42800 Utilities             | 985 Harley-Davidson Way          | 57.27              | 05/04/2026   |
| STURGIS AREA CHAMBER OF COMMERCE  | STURGIS AREA CHAMBER OF COMM    | 211-9000-46530 City Promotion        | 2026 Post Prom                   | 500.00             | 05/12/2026   |
| STURGIS AREA CHAMBER OF COMMERCE  | STURGIS AREA CHAMBER OF COMM    | 211-9000-46530 City Promotion        | Youth Summer Drama/Music Camps   | 500.00             | 05/12/2026   |
| STURGIS AREA CHAMBER OF COMMERCE  | STURGIS AREA CHAMBER OF COMM    | 211-9000-46530 City Promotion        | Meade County Fair & 4-H Ach Days | 500.00             | 05/12/2026   |
| STURGIS AREA CHAMBER OF COMMERCE  | STURGIS AREA CHAMBER OF COMM    | 211-9000-46530 City Promotion        | SAAC Summer Musical              | 1,500.00           | 05/12/2026   |
| STURGIS AREA CHAMBER OF COMMERCE  | STURGIS AREA CHAMBER OF COMM    | 211-9000-46530 City Promotion        | Sturgis Bronco Rally             | 2,500.00           | 05/12/2026   |
| STURGIS AREA CHAMBER OF COMMERCE  | STURGIS AREA CHAMBER OF COMM    | 211-9000-46530 City Promotion        | Sturgis Mustang Rally            | 4,500.00           | 05/12/2026   |
| Total Special Sales Tax:          |                                 |                                      |                                  | 10,704.41          |              |
| <b>Capital Improvement</b>        |                                 |                                      |                                  |                    |              |
| UDA ARCHITECTURE & DESIGN         | UDA ARCHITECTURE & DESIGN       | 212-9000-43200 Building              | Roof replacement projects        | 1,750.00           | 05/01/2026   |
| HELMES & ASSOCIATES               | HELMES & ASSOCIATES             | 212-9000-43300 Improvements          | Taxiway                          | 40,680.15          | 04/24/2026   |

| Vendor Name                         | Merchant Name                | GL Account and Title        | Description              | Net Invoice Amount | Invoice Date |
|-------------------------------------|------------------------------|-----------------------------|--------------------------|--------------------|--------------|
| HELMS & ASSOCIATES                  | HELMS & ASSOCIATES           | 212-9000-43300 Improvements | SRE purchase assistance  | 1,475.00           | 04/24/2026   |
| HELMS & ASSOCIATES                  | HELMS & ASSOCIATES           | 212-9000-43300 Improvements | Airport Terminal & SRE   | 2,019.54           | 04/27/2026   |
| Total Capital Improvement:          |                              |                             |                          | 45,924.69          |              |
| <b>Hotel Occupancy Tax District</b> |                              |                             |                          |                    |              |
| DAKOTA ENDURANCE, LLC               | DAKOTA ENDURANCE, LLC        | 214-9000-42900 Other        | Hotel BID Recommendation | 2,000.00           | 05/12/2026   |
| STURGIS AREA CHAMBER OF COMMERCE    | STURGIS AREA CHAMBER OF COMM | 214-9000-42900 Other        | Hotel BID Recommendation | 5,000.00           | 05/12/2026   |
| STURGIS PHOTO & GIFTS               | STURGIS PHOTO & GIFTS        | 214-9000-42900 Other        | Hotel BID Recommendation | 1,000.00           | 05/12/2026   |
| Total Hotel Occupancy Tax District: |                              |                             |                          | 8,000.00           |              |
| Total Misc Expenditures:            |                              |                             |                          | 64,629.10          |              |
| Grand Totals:                       |                              |                             |                          | 566,304.42         |              |



Posting Date: 04/04/2026 - 05/03/2026

ADEN SCHILLIG  
XX -6617  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                      |                                         |                 |          | Expense                     |
|---------------------|----------------------|-----------------------------------------|-----------------|----------|-----------------------------|
| Posting Date        | Transaction Date     | Description                             |                 |          | Amount                      |
| 04/12/2026          | 04/11/2026           | AMAZON MKTPL*BY3E48PJ2SEATTLE,WA -98109 |                 |          | 11.67                       |
| Expense Description | Name Plate           |                                         |                 |          |                             |
| Accounting Codes    |                      |                                         |                 |          |                             |
| Fund:               | 644 -Ambulance Fund  | Department:                             | 4460 -Ambulance | Expense: | 42600 -Supplies & Materials |
| 04/12/2026          | 04/12/2026           | AMAZON MKTPL*BY0QS0H42SEATTLE,WA -98109 |                 |          | 45.47                       |
| Expense Description | Battery Repl/Charger |                                         |                 |          |                             |
| Accounting Codes    |                      |                                         |                 |          |                             |
| Fund:               | 644 -Ambulance Fund  | Department:                             | 4460 -Ambulance | Expense: | 42600 -Supplies & Materials |
|                     |                      |                                         |                 |          |                             |
| Total               |                      |                                         |                 |          | 57.14                       |



Posting Date: 04/04/2026 - 05/03/2026

CARRIE BELAWSKE  
XX -4005  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                   |                                              |                       |          | Expense                  |
|---------------------|-------------------|----------------------------------------------|-----------------------|----------|--------------------------|
| Posting Date        | Transaction Date  | Description                                  |                       |          | Amount                   |
| 04/21/2026          | 04/20/2026        | SDAFF* SOUTH DAKOTA MUFORT PIERRE,SD -57532  |                       |          | 50.00                    |
| Expense Description |                   | HR School Registration                       |                       |          |                          |
| Accounting Codes    |                   |                                              |                       |          |                          |
| Fund:               | 101 -General Fund | Department:                                  | 4143 -Human Resources | Expense: | 42700 -Travel            |
| 04/23/2026          | 04/22/2026        | UJS CIRCUIT COURT- MEASTURGIS,SD -57785-1403 |                       |          | 20.00                    |
| Expense Description |                   | Background Check for Custodian - Prof Fees   |                       |          |                          |
| Accounting Codes    |                   |                                              |                       |          |                          |
| Fund:               | 101 -General Fund | Department:                                  | 4192 -Buildings       | Expense: | 42200 -Professional Fees |
|                     |                   |                                              |                       |          | Total 70.00              |



Posting Date: 04/04/2026 - 05/03/2026

CHRISTOPHER HAHN  
XX -3473  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                   |                                         |               | Expense  |                             |
|---------------------|-------------------|-----------------------------------------|---------------|----------|-----------------------------|
| Posting Date        | Transaction Date  | Description                             | Amount        |          |                             |
| 04/05/2026          | 04/02/2026        | CC DIVERTED TRANSACTION                 | (0.76)        |          |                             |
| Expense Description | Billing Overage   |                                         |               |          |                             |
| Accounting Codes    |                   |                                         |               |          |                             |
| Fund:               | 101 -General Fund | Department:                             | 4551 -Library | Expense: | 42600 -Supplies & Materials |
| 04/19/2026          | 04/18/2026        | AMAZON MARK* B71F699L0SEATTLE,WA -98109 |               |          | 43.29                       |
| Expense Description | Office Supplies   |                                         |               |          |                             |
| Accounting Codes    |                   |                                         |               |          |                             |
| Fund:               | 101 -General Fund | Department:                             | 4551 -Library | Expense: | 42600 -Supplies & Materials |
| 04/21/2026          | 04/20/2026        | WAL-MART #1543SPEARFISH,SD -57783       |               |          | 90.27                       |
| Expense Description |                   |                                         |               |          |                             |
| Accounting Codes    |                   |                                         |               |          |                             |
| Fund:               | 101 -General Fund | Department:                             | 4551 -Library | Expense: |                             |
| Total               |                   |                                         |               |          | 132.80                      |



Posting Date: 04/04/2026 - 05/03/2026

CODY KING  
XX -9790  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                   |                                        |             |          | Expense Amount              |
|---------------------|-------------------|----------------------------------------|-------------|----------|-----------------------------|
| Posting Date        | Transaction Date  | Description                            |             |          |                             |
| 04/07/2026          | 04/06/2026        | Mastercard Cash RewardRebate,MO -63366 |             |          | (100.00)                    |
| Expense Description | Rebate-Refund     |                                        |             |          |                             |
| Accounting Codes    |                   |                                        |             |          |                             |
| Fund:               | 101 -General Fund | Department:                            | 4520 -Parks | Expense: | 42600 -Supplies & Materials |
|                     |                   |                                        |             |          | Total (100.00)              |



Posting Date: 04/04/2026 - 05/03/2026

DEBRA HOLLAND

XX -4706

1040 HARLEY DAVIDSON WAY

STURGIS, SD 577858505 USA

| Posting Date               | Transaction Date  | Description                                   | Expense Amount                           |
|----------------------------|-------------------|-----------------------------------------------|------------------------------------------|
| 04/05/2026                 | 04/03/2026        | Dropbox GMFMDWM3QS77San Francisco,CA -94107   | 21.23                                    |
| <b>Expense Description</b> |                   |                                               |                                          |
| <b>Accounting Codes</b>    |                   |                                               |                                          |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4144 -City Administrator   | <b>Expense:</b> 42200 -Professional Fees |
| 04/05/2026                 | 04/03/2026        | LYNN'S DAKOTAMARTSTURGIS,SD -57785            | 55.02                                    |
| <b>Expense Description</b> |                   |                                               |                                          |
| <b>Accounting Codes</b>    |                   |                                               |                                          |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4111 -Mayor & Council      | <b>Expense:</b> 42900 -Other             |
| 04/15/2026                 | 04/14/2026        | SAMSClub #6565RAPID CITY,SD -57702            | 86.25                                    |
| <b>Expense Description</b> |                   |                                               |                                          |
| <b>Accounting Codes</b>    |                   |                                               |                                          |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4111 -Mayor & Council      | <b>Expense:</b> 42900 -Other             |
| 04/19/2026                 | 04/16/2026        | LYNN'S DAKOTAMARTSTURGIS,SD -57785            | 156.39                                   |
| <b>Expense Description</b> |                   |                                               |                                          |
| <b>Accounting Codes</b>    |                   |                                               |                                          |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4111 -Mayor & Council      | <b>Expense:</b> 42900 -Other             |
| 04/19/2026                 | 04/17/2026        | AdobeSan Jose,CA -95110                       | 21.23                                    |
| <b>Expense Description</b> |                   |                                               |                                          |
| <b>Accounting Codes</b>    |                   |                                               |                                          |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4144 -City Administrator   | <b>Expense:</b> 42200 -Professional Fees |
| 04/21/2026                 | 04/20/2026        | AdobeSan Jose,CA -95110                       | 3.82                                     |
| <b>Expense Description</b> |                   |                                               |                                          |
| <b>Accounting Codes</b>    |                   |                                               |                                          |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4143 -Human Resources      | <b>Expense:</b> 42200 -Professional Fees |
| 04/23/2026                 | 04/22/2026        | OPENAI *CHATGPT SUBSCRSAN FRANCISCO,CA -94158 | 21.24                                    |



Posting Date: 04/04/2026 - 05/03/2026

DEBRA HOLLAND

XX -4706

1040 HARLEY DAVIDSON WAY

STURGIS, SD 577858505 USA

| Posting Date        | Transaction Date  | Description                                 | Expense Amount                       |
|---------------------|-------------------|---------------------------------------------|--------------------------------------|
| Expense Description |                   |                                             |                                      |
| Accounting Codes    |                   |                                             |                                      |
| Fund:               | 101 -General Fund | Department: 4144 -City Administrator        | Expense: 42200 -Professional Fees    |
| 04/30/2026          | 04/29/2026        | RUSHMORE OFFICE SUPPLYSTURGIS,SD -57785     | 10.09                                |
| Expense Description |                   |                                             |                                      |
| Accounting Codes    |                   |                                             |                                      |
| Fund:               | 101 -General Fund | Department: 4111 -Mayor & Council           | Expense: 42600 -Supplies & Materials |
| 04/30/2026          | 04/29/2026        | USPS.COM EVERY DOOR DT800-3447779,DC -20260 | 1,024.06                             |
| Expense Description |                   |                                             |                                      |
| Accounting Codes    |                   |                                             |                                      |
| Fund:               | 101 -General Fund | Department: 4111 -Mayor & Council           | Expense: 42600 -Supplies & Materials |
| Total               |                   |                                             | 1,399.33                             |



Posting Date: 04/04/2026 - 05/03/2026

FINANCE OFFICE

XX -9370

1040 HARLEY DAVIDSON WAY

STURGIS, SD 577858505 USA

|                     |                   |                                         |                      |          | Expense                     |
|---------------------|-------------------|-----------------------------------------|----------------------|----------|-----------------------------|
| Posting Date        | Transaction Date  | Description                             |                      |          | Amount                      |
| 04/07/2026          | 04/06/2026        | AdobeSan Jose,CA -95110                 |                      |          | 13.80                       |
| Expense Description |                   | Adobe Subs Finance Office               |                      |          |                             |
| Accounting Codes    |                   |                                         |                      |          |                             |
| Fund:               | 101 -General Fund | Department:                             | 4142 -Finance Office | Expense: | 42600 -Supplies & Materials |
| 04/23/2026          | 04/22/2026        | NCR VOYIX COUNTERPOINTATLANTA,GA -30308 |                      |          | 176.38                      |
| Expense Description |                   | POS system CC transactions              |                      |          |                             |
| Accounting Codes    |                   |                                         |                      |          |                             |
| Fund:               | 601 -Liquor Fund  | Department:                             | 4990 -Liquor         | Expense: | 42200 -Professional Fees    |
| 05/03/2026          | 05/01/2026        | LPA RETAIL SYSTEMSBURNSVILLE,MN -55337  |                      |          | 1,470.00                    |
| Expense Description |                   | Monthly Support LPA Counterpoint        |                      |          |                             |
| Accounting Codes    |                   |                                         |                      |          |                             |
| Fund:               | 601 -Liquor Fund  | Department:                             | 4990 -Liquor         | Expense: | 42200 -Professional Fees    |
| 05/03/2026          | 05/01/2026        | LPA RETAIL SYSTEMSBURNSVILLE,MN -55337  |                      |          | 3,649.91                    |
| Expense Description |                   | Receipt Printers                        |                      |          |                             |
| Accounting Codes    |                   |                                         |                      |          |                             |
| Fund:               | 601 -Liquor Fund  | Department:                             | 4990 -Liquor         | Expense: | 42600 -Supplies & Materials |
|                     |                   |                                         |                      |          | Total                       |
|                     |                   |                                         |                      |          | 5,310.09                    |



Posting Date: 04/04/2026 - 05/03/2026

GEODY VANDEWATER  
XX -2920  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

| Posting Date        | Transaction Date     | Description                             | Expense Amount                       |
|---------------------|----------------------|-----------------------------------------|--------------------------------------|
| 04/06/2026          | 04/05/2026           | ACELINKARMOR.COMSANTA ANA,CA -92704     | 119.87                               |
| Expense Description | PANZA VEST           |                                         |                                      |
| Accounting Codes    |                      |                                         |                                      |
| Fund:               | 101 -General Fund    | Department: 4211 -Police                | Expense: 42600 -Supplies & Materials |
| 04/09/2026          | 04/08/2026           | ARMOR EXPRESSEDEN,NC -27288             | 705.94                               |
| Expense Description | PATROL CARRIER       |                                         |                                      |
| Accounting Codes    |                      |                                         |                                      |
| Fund:               | 101 -General Fund    | Department: 4211 -Police                | Expense: 42600 -Supplies & Materials |
| 04/12/2026          | 04/11/2026           | SPEEDY LUBESTURGIS,SD -57785            | 71.99                                |
| Expense Description | OIL CHANGE UNTIL 143 |                                         |                                      |
| Accounting Codes    |                      |                                         |                                      |
| Fund:               | 101 -General Fund    | Department: 4211 -Police                | Expense: 42600 -Supplies & Materials |
| 04/12/2026          | 04/11/2026           | AMAZON MARK* B784R6NQ1SEATTLE,WA -98109 | 75.97                                |
| Expense Description | DRONE CASE           |                                         |                                      |
| Accounting Codes    |                      |                                         |                                      |
| Fund:               | 101 -General Fund    | Department: 4211 -Police                | Expense: 42600 -Supplies & Materials |
| 04/19/2026          | 04/17/2026           | RESCUE ESSENTIALSLELAND,NC -28451       | 484.99                               |
| Expense Description | Medical Backpack     |                                         |                                      |
| Accounting Codes    |                      |                                         |                                      |
| Fund:               | 101 -General Fund    | Department: 4211 -Police                | Expense: 42900 -Other                |
| 04/26/2026          | 04/25/2026           | UBER *TRIP8005928996,CA -94105          | 23.94                                |
| Expense Description | Travel - Training    |                                         |                                      |
| Accounting Codes    |                      |                                         |                                      |
| Fund:               | 101 -General Fund    | Department: 4211 -Police                | Expense: 42700 -Travel               |
| 04/27/2026          | 04/26/2026           | WESTINSAN ANTONIO,TX -78230-2257        | 177.45                               |
| Expense Description | Hotel - Training     |                                         |                                      |



Posting Date: 04/04/2026 - 05/03/2026

GEODY VANDEWATER  
XX -2920  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

| Posting Date               | Transaction Date  | Description                                   | Expense Amount                |
|----------------------------|-------------------|-----------------------------------------------|-------------------------------|
| <b>Accounting Codes</b>    |                   |                                               |                               |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4211 -Police               | <b>Expense:</b> 42700 -Travel |
| 04/29/2026                 | 04/28/2026        | FIREHOUSE SUBS 954 QSR SAN ANTONIO, TX -78230 | 15.69                         |
| <b>Expense Description</b> |                   |                                               |                               |
| <b>Accounting Codes</b>    |                   |                                               |                               |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4211 -Police               | <b>Expense:</b> 42700 -Travel |
| 04/30/2026                 | 04/29/2026        | UBER *TRIP8005928996, CA -94105               | 30.94                         |
| <b>Expense Description</b> |                   |                                               |                               |
| Travel - Training          |                   |                                               |                               |
| <b>Accounting Codes</b>    |                   |                                               |                               |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4211 -Police               | <b>Expense:</b> 42700 -Travel |
| 05/01/2026                 | 04/29/2026        | BUBBA GUMP SAN ANTONIO SAN ANTONIO, TX -78209 | 43.29                         |
| <b>Expense Description</b> |                   |                                               |                               |
| Training Food              |                   |                                               |                               |
| <b>Accounting Codes</b>    |                   |                                               |                               |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4211 -Police               | <b>Expense:</b> 42700 -Travel |
| 05/01/2026                 | 04/30/2026        | UBER *TRIP8005928996, CA -94105               | 23.95                         |
| <b>Expense Description</b> |                   |                                               |                               |
| Travel - Training          |                   |                                               |                               |
| <b>Accounting Codes</b>    |                   |                                               |                               |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4211 -Police               | <b>Expense:</b> 42700 -Travel |
| 05/01/2026                 | 04/30/2026        | UBER *TRIP8005928996, CA -94105               | 32.93                         |
| <b>Expense Description</b> |                   |                                               |                               |
| Travel - Training          |                   |                                               |                               |
| <b>Accounting Codes</b>    |                   |                                               |                               |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4211 -Police               | <b>Expense:</b> 42700 -Travel |
| 05/03/2026                 | 04/30/2026        | AGENT FEETRAVEL LEADER, SD -22201-3862        | 40.00                         |
| <b>Expense Description</b> |                   |                                               |                               |
| Travel - Training          |                   |                                               |                               |
| <b>Accounting Codes</b>    |                   |                                               |                               |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4211 -Police               | <b>Expense:</b> 42700 -Travel |
| 05/03/2026                 | 05/01/2026        | CC DIVERTED TRANSACTION                       | (0.63)                        |
| <b>Expense Description</b> |                   |                                               |                               |
| Unknown - Travel           |                   |                                               |                               |
| <b>Accounting Codes</b>    |                   |                                               |                               |
| <b>Fund:</b>               | 101 -General Fund | <b>Department:</b> 4211 -Police               | <b>Expense:</b> 42700 -Travel |



Posting Date: 04/04/2026 - 05/03/2026

GEODY VANDEWATER  
XX -2920  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

| Posting Date | Transaction Date | Description | Expense Amount |
|--------------|------------------|-------------|----------------|
| Total        |                  |             | 1,846.32       |



Posting Date: 04/04/2026 - 05/03/2026

POLICE DEPT  
XX -1134  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

| Posting Date        | Transaction Date  | Description                                | Expense Amount                       |
|---------------------|-------------------|--------------------------------------------|--------------------------------------|
| 04/09/2026          | 04/08/2026        | USPS PO 4679560783SPEARFISH,SD -57783      | 26.55                                |
| Expense Description |                   | EQUIPMENT RETURN                           |                                      |
| Accounting Codes    |                   |                                            |                                      |
| Fund:               | 101 -General Fund | Department: 4211 -Police                   | Expense: 42600 -Supplies & Materials |
| 04/17/2026          | 04/16/2026        | USPS PO 4681720785STURGIS,SD -57785        | 78.50                                |
| Expense Description |                   | Postage                                    |                                      |
| Accounting Codes    |                   |                                            |                                      |
| Fund:               | 101 -General Fund | Department: 4211 -Police                   | Expense: 42600 -Supplies & Materials |
| 04/17/2026          | 04/16/2026        | USPS PO 4681720785STURGIS,SD -57785        | 78.50                                |
| Expense Description |                   | Postage #686                               |                                      |
| Accounting Codes    |                   |                                            |                                      |
| Fund:               | 101 -General Fund | Department: 4211 -Police                   | Expense: 42600 -Supplies & Materials |
| 04/29/2026          | 04/29/2026        | AMAZON MKTPL*BS40X6WD1SEATTLE,WA -98109    | 47.96                                |
| Expense Description |                   | Patches                                    |                                      |
| Accounting Codes    |                   |                                            |                                      |
| Fund:               | 101 -General Fund | Department: 4211 -Police                   | Expense: 42600 -Supplies & Materials |
| 05/01/2026          | 04/30/2026        | INTERNATIONAL ASSOCIATALEXANDRIA,VA -22314 | 410.00                               |
| Expense Description |                   | IACP Impaired Driving Conference           |                                      |
| Accounting Codes    |                   |                                            |                                      |
| Fund:               | 101 -General Fund | Department: 4211 -Police                   | Expense: 42700 -Travel               |
| 05/03/2026          | 04/28/2026        | TACTICAL SCORPION GEARAPEX,NC -27539       | 109.02                               |
| Expense Description |                   | Armor Plates                               |                                      |
| Accounting Codes    |                   |                                            |                                      |
| Fund:               | 101 -General Fund | Department: 4211 -Police                   | Expense: 42600 -Supplies & Materials |
| 05/03/2026          | 04/30/2026        | DMG RESTAURANTDEADWOOD,SD -57732           | 24.46                                |



Posting Date: 04/04/2026 - 05/03/2026

POLICE DEPT  
XX -1134  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                                     |                                         |              |          | Expense                      |
|---------------------|-------------------------------------|-----------------------------------------|--------------|----------|------------------------------|
| Posting Date        | Transaction Date                    | Description                             |              |          | Amount                       |
| Expense Description | Food - Training                     |                                         |              |          |                              |
| Accounting Codes    |                                     |                                         |              |          |                              |
| Fund:               | 101 -General Fund                   | Department:                             | 4211 -Police | Expense: | 42700 -Travel                |
| 05/03/2026          | 05/02/2026                          | AMAZON MARK* BV0Z018R2SEATTLE,WA -98109 |              |          | 79.39                        |
| Expense Description | F150 Driver Side Mirror Replacement |                                         |              |          |                              |
| Accounting Codes    |                                     |                                         |              |          |                              |
| Fund:               | 101 -General Fund                   | Department:                             | 4211 -Police | Expense: | 42500 -Repairs & Maintenance |
|                     |                                     |                                         |              |          |                              |
| Total               |                                     |                                         |              |          | 854.38                       |



Posting Date: 04/04/2026 - 05/03/2026

PUBLIC WORKS  
XX -7381  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                   |                                             |             |          | Expense       |
|---------------------|-------------------|---------------------------------------------|-------------|----------|---------------|
| Posting Date        | Transaction Date  | Description                                 |             |          | Amount        |
| 04/24/2026          | 04/23/2026        | DEPT OF AG AG SERVICESPIERRE,SD -57501-3182 |             |          | 35.88         |
| Expense Description |                   | Recertification-Doyle                       |             |          |               |
| Accounting Codes    |                   |                                             |             |          |               |
| Fund:               | 101 -General Fund | Department:                                 | 4520 -Parks | Expense: | 42700 -Travel |
|                     |                   |                                             |             |          | Total         |
|                     |                   |                                             |             |          | 35.88         |



Posting Date: 04/04/2026 - 05/03/2026

RICK BUSH  
XX -1582  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                               |                                         | Expense                              |
|---------------------|-------------------------------|-----------------------------------------|--------------------------------------|
| Posting Date        | Transaction Date              | Description                             | Amount                               |
| 04/08/2026          | 04/07/2026                    | SOUTH DAKOTA ASSOCIATIMADISON,SD -57042 | 140.00                               |
| Expense Description | SD Assn Rural Water 2026 Expo |                                         |                                      |
| Accounting Codes    |                               |                                         |                                      |
| Fund:               | 604 -Wastewater Fund          | Department: 4325 -Wastewater            | Expense: 42700 -Travel               |
| 04/17/2026          | 04/16/2026                    | ZOOM.COM 888-799-9666SAN JOSE,CA -95113 | 16.99                                |
| Expense Description | Zoom monthly subscription     |                                         |                                      |
| Accounting Codes    |                               |                                         |                                      |
| Fund:               | 604 -Wastewater Fund          | Department: 4325 -Wastewater            | Expense: 42600 -Supplies & Materials |
| 04/23/2026          | 04/22/2026                    | AdobeSan Jose,CA -95110                 | 19.99                                |
| Expense Description | Adobe subscription monthly    |                                         |                                      |
| Accounting Codes    |                               |                                         |                                      |
| Fund:               | 101 -General Fund             | Department: 4311 -Streets               | Expense: 42600 -Supplies & Materials |
| 05/01/2026          | 04/30/2026                    | MONOPRICE, INC.8772712592,CA -91730     | 104.80                               |
| Expense Description | HDMI Cable                    |                                         |                                      |
| Accounting Codes    |                               |                                         |                                      |
| Fund:               | 602 -Water Fund               | Department: 4330 -Water                 | Expense: 42600 -Supplies & Materials |
|                     |                               |                                         | Total 281.78                         |



Posting Date: 04/04/2026 - 05/03/2026

ROD HEIKES  
XX -2956  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                   |                                    |                        |          | Expense                     |
|---------------------|-------------------|------------------------------------|------------------------|----------|-----------------------------|
| Posting Date        | Transaction Date  | Description                        |                        |          | Amount                      |
| 04/16/2026          | 04/15/2026        | VSP*DAXKO, LLCBIRMINGHAM,AL -35209 |                        |          | 617.55                      |
| Expense Description |                   | Software hosting fee               |                        |          |                             |
| Accounting Codes    |                   |                                    |                        |          |                             |
| Fund:               | 101 -General Fund | Department:                        | 4511 -Community Center | Expense: | 42200 -Professional Fees    |
| 04/29/2026          | 04/29/2026        | SIMPLISAFEBOSTON,MA -02108         |                        |          | 37.16                       |
| Expense Description |                   | camera surveillance                |                        |          |                             |
| Accounting Codes    |                   |                                    |                        |          |                             |
| Fund:               | 101 -General Fund | Department:                        | 4560 -Auditorium       | Expense: | 42200 -Professional Fees    |
| 04/30/2026          | 04/29/2026        | WAL-MART #1604RAPID CITY,SD -57701 |                        |          | 34.45                       |
| Expense Description |                   | Coffee pot                         |                        |          |                             |
| Accounting Codes    |                   |                                    |                        |          |                             |
| Fund:               | 101 -General Fund | Department:                        | 4511 -Community Center | Expense: | 42600 -Supplies & Materials |
| 05/01/2026          | 04/30/2026        | EPIC SPORTSBEL AIRE,KS -67226-8718 |                        |          | 165.65                      |
| Expense Description |                   | pitchers rubber system             |                        |          |                             |
| Accounting Codes    |                   |                                    |                        |          |                             |
| Fund:               | 101 -General Fund | Department:                        | 4512 -Recreation       | Expense: | 42600 -Supplies & Materials |
|                     |                   |                                    |                        |          | Total                       |
|                     |                   |                                    |                        |          | 854.81                      |



Posting Date: 04/04/2026 - 05/03/2026

STURGIS AMBULANCE  
XX -7756  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                     |                                          |                 |          | Expense                     |
|---------------------|---------------------|------------------------------------------|-----------------|----------|-----------------------------|
| Posting Date        | Transaction Date    | Description                              |                 |          | Amount                      |
| 04/13/2026          | 04/07/2026          | BOUND TREE MEDICAL LLC DUBLIN, OH -43016 |                 |          | 458.80                      |
| Expense Description |                     | Medical Supplies                         |                 |          |                             |
| Accounting Codes    |                     |                                          |                 |          |                             |
| Fund:               | 644 -Ambulance Fund | Department:                              | 4460 -Ambulance | Expense: | 42600 -Supplies & Materials |
| 04/15/2026          | 04/14/2026          | DOLLAR GENERAL #18409 STURGIS, SD -57785 |                 |          | 20.71                       |
| Expense Description |                     | Dispatch supplies                        |                 |          |                             |
| Accounting Codes    |                     |                                          |                 |          |                             |
| Fund:               | 644 -Ambulance Fund | Department:                              | 4460 -Ambulance | Expense: | 42600 -Supplies & Materials |
|                     |                     |                                          |                 |          | Total                       |
|                     |                     |                                          |                 |          | 479.51                      |



Posting Date: 04/04/2026 - 05/03/2026

STURGIS ANIMAL SHELTER  
XX -1661  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                   |                                                 |                      |          | Expense                      |
|---------------------|-------------------|-------------------------------------------------|----------------------|----------|------------------------------|
| Posting Date        | Transaction Date  | Description                                     |                      |          | Amount                       |
| 04/26/2026          | 04/25/2026        | ANIMAL CLINIC OF RAPIDRAPID CITY,SD -57703-6002 |                      |          | 302.96                       |
| Expense Description |                   | Kitten Emergency                                |                      |          |                              |
| Accounting Codes    |                   |                                                 |                      |          |                              |
| Fund:               | 101 -General Fund | Department:                                     | 4212 -Animal Shelter | Expense: | 4220 -Professional Fees      |
| 05/03/2026          | 05/01/2026        | IN *ON-SITE FIRST AIDRAPID CITY,SD -57702-4940  |                      |          | 47.28                        |
| Expense Description |                   | First Aid                                       |                      |          |                              |
| Accounting Codes    |                   |                                                 |                      |          |                              |
| Fund:               | 101 -General Fund | Department:                                     | 4212 -Animal Shelter | Expense: | 4260 -Supplies and Materials |
|                     |                   |                                                 |                      |          | Total                        |
|                     |                   |                                                 |                      |          | 350.24                       |



Posting Date: 04/04/2026 - 05/03/2026

STURGIS WASTEWATER  
XX -7406  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                      |                                       |                  |          |                              | Expense |
|---------------------|----------------------|---------------------------------------|------------------|----------|------------------------------|---------|
| Posting Date        | Transaction Date     | Description                           |                  |          |                              | Amount  |
| 04/08/2026          | 04/07/2026           | CAMPING WORLD #163SUMMERSET,SD -57718 |                  |          |                              | 48.84   |
| Expense Description |                      | Selector switch for Camera Van        |                  |          |                              |         |
| Accounting Codes    |                      |                                       |                  |          |                              |         |
| Fund:               | 604 -Wastewater Fund | Department:                           | 4325 -Wastewater | Expense: | 42500 -Repairs & Maintenance |         |
|                     |                      |                                       |                  |          | Total                        |         |
|                     |                      |                                       |                  |          | 48.84                        |         |



Posting Date: 04/04/2026 - 05/03/2026

TODD YOUNGBERG  
XX -4939  
1040 HARLEY DAVIDSON WAY  
STURGIS, SD 577858505 USA

|                     |                               |                                         |             |          | Expense       |
|---------------------|-------------------------------|-----------------------------------------|-------------|----------|---------------|
| Posting Date        | Transaction Date              | Description                             |             |          | Amount        |
| 04/09/2026          | 04/08/2026                    | SOUTH DAKOTA ASSOCIATIMADISON,SD -57042 |             |          | 140.00        |
| Expense Description | SD Assn Rural Water 2026 Expo |                                         |             |          |               |
| Accounting Codes    |                               |                                         |             |          |               |
| Fund:               | 602 -Water Fund               | Department:                             | 4330 -Water | Expense: | 42700 -Travel |
|                     |                               |                                         |             |          | Total         |
|                     |                               |                                         |             |          | 140.00        |

May 8, 2026

Updated 05/08/2026

|                       |              |    |              |
|-----------------------|--------------|----|--------------|
| Mayor & Council       | 101-4111     | \$ | 5,702.13     |
| Attorney              | 101-4141     | \$ | 3,871.80     |
| Finance               | 101-4142     | \$ | 8,070.37     |
| HR                    | 101-4143     | \$ | 3,293.36     |
| City Admin            | 101-4144     | \$ | 8,196.95     |
| Buildings             | 101-4192     | \$ | 1,970.84     |
| Custodial             | 101-4193     | \$ | 4,463.25     |
| Engineering           | 101-4194     | \$ | -            |
| Planning & Permitting | 101-4196     | \$ | 2,140.88     |
| Fleet                 | 101-4197     | \$ | 8,044.59     |
| Sponsorship           | 101-4198     | \$ | 3,098.37     |
| Rally                 | 101-4199     | \$ | -            |
| Police                | 101-4211     | \$ | 50,606.69    |
| Animal Shelter        | 101-4212     | \$ | 4,432.10     |
| Fire Dept             | 101-4229     | \$ | -            |
| Streets               | 101-4311     | \$ | 11,026.13    |
| Cemetery              | 101-4370     | \$ | 444.29       |
| Community Center      | 101-4511     | \$ | 10,385.44    |
| Recreation            | 101-4512     | \$ | 2,713.85     |
| Parks                 | 101-4520     | \$ | 16,250.33    |
| Library               | 101-4551     | \$ | 9,527.90     |
| Auditorium            | 101-4560     | \$ | -            |
| Special Sales Tax     | 211-9000     | \$ | -            |
| Downtown BID          | 213-4195     | \$ | -            |
| Liquor                | 601-4990     | \$ | 8,296.96     |
| Water                 | 602-4330     | \$ | 11,120.77    |
| Wastewater            | 604-4325     | \$ | 14,531.21    |
| Sanitary Service      | 612-4323     | \$ | 14,218.13    |
| Ambulance             | 644-4460     | \$ | 38,612.49    |
|                       |              | \$ | 241,018.83   |
| SS                    | \$ 13,837.89 |    |              |
| MED                   | \$ 3,236.36  | \$ | -            |
| FWT                   | \$ 18,188.77 |    | Grand Total  |
|                       | \$ 35,263.02 |    | \$276,281.85 |

**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consideration to approve first reading of city code to amend the following chapters: (1) 150 building regulations § 150.054 certificate of occupancy; (2) 156 zoning regulations, manufactured single-family homes, moderate density (MH-1) § 156.150 description; (3) § 156.151 permitted uses; and (4) § 156.156 floodplain requirements

**Prepared By:** Rick Bush, Director of Public Works

### **BACKGROUND INFORMATION:**

On April 6, 2026, the City Council approved Ordinance 2026-02 to enable the reconstruction of a site built home damaged over 50% of its value if it is located in the MH-1 Manufactured Single Family Home district.

On May 5, 2026, the Planning Commission held a public hearing and made a recommendation for additional clean up language within the building and MH-1 zoning regulations to ensure consistency with the Ordinance 2026-02 changes. No public testimony was received.

Below is a summary of the amendments proposed in this follow up effort:

***Building regulations § 150.054*** – Move the requirements for skirting around a manufactured/mobile home from the MH-1 zoning regulations to the building regulations certificate of occupancy requirements.

### ***MH-1 regulations § 156.150***

District Description:

- A. (1) Simplify language describing that the permitted uses are manufactured and mobile homes.  
(2) Delete references to lot ownership because it has no relationship to the maximum permitted density of 9 lots per acre.
- B. Clarify grammar regarding the prohibition of temporary merchants.
- C. Clarify grammar regarding temporary structures related to special events lasting three days or less.
- D. Delete the mobile home definition since Ordinance 2026-02 contains the new definitions.
- E. (1) and (2) Delete skirting requirements and move as described to Building regulations § 150.054.

### ***MH-1 regulations § 156.151***

Permitted Uses:

- A. Update language to refer to a structure as a mobile home, which is a defined term, versus the term “manufactured homes which are mobile in a nature....”.

## ***Floodplain requirements § 156.156***

- A. Clarify language to refer to the city's floodplain requirements versus describing it in this section.
- B. Update language to use the defined terms of manufactured home and mobile home.

### **Code References:**

#### *150 building regulations:*

- § 150.054 certificate of occupancy

#### *156 zoning regulations manufactured single-family homes, moderate density (MH-1) :*

- § 156.150 description
- §156.151 permitted uses
- §156.156 floodplain requirements

### **DISCUSSION:**

The proposed amendments are intended to provide additional clarification, consistency, and administrative efficiency following the City Council's adoption of Ordinance 2026-02 on April 6, 2026.

The prior ordinance established a pathway for reconstruction of site-built homes within the MH-1 Manufactured Single Family Home zoning district when a structure has been damaged beyond 50% of its value. Following implementation review, staff identified several related sections within the City Code that would benefit from additional cleanup language to ensure the regulations function cohesively and avoid conflicting terminology or duplicated standards.

The proposed changes are primarily administrative and clarifying in nature and are not intended to substantially alter the overall intent of the MH-1 zoning district. Instead, the amendments focus on improving readability, consolidating similar requirements, utilizing consistent defined terminology, and eliminating outdated or redundant language. Several references throughout the code currently use varying terminology such as "manufactured homes which are mobile in nature" versus the newly adopted defined terms "manufactured home" and "mobile home." The amendments standardize these references to improve interpretation and enforcement consistency.

Additionally, the proposal relocates skirting requirements from the zoning chapter to the building regulations chapter under certificate of occupancy requirements. Staff believes this relocation is more appropriate administratively because skirting standards are directly related to occupancy and construction compliance rather than land use regulation. Consolidating these requirements within the building regulations chapter will create a more logical enforcement framework and reduce duplication within the code.

The amendments to the MH-1 district description also remove language regarding lot ownership that is unrelated to the district's density standards. Staff determined that these references could create confusion regarding the actual intent of the district regulations, which are centered on land use compatibility and maximum density requirements rather than ownership structure. Additional grammatical and organizational edits are also proposed to improve clarity regarding temporary merchants and temporary structures associated with short-term special events.

Finally, the proposed updates to the floodplain provisions are intended to better align the MH-1 regulations with the City's existing floodplain management regulations by referencing the applicable citywide standards rather than restating portions within the zoning section itself. This approach

improves consistency and reduces the potential for conflicting language if future floodplain regulations are amended.

The Planning Commission reviewed the proposed amendments during a public hearing on May 5, 2026, and recommended approval of the updates. No public testimony was received during the hearing process.

#### **CODE REFERENCES:**

*150 building regulations:*

- § 150.054 certificate of occupancy

*156 zoning regulations manufactured single-family homes, moderate density (MH-1) :*

- § 156.150 description
- §156.151 permitted uses
- §156.156 floodplain requirements

#### **BUDGET IMPACT:**

None Anticipated

#### **RECOMMENDATION:**

Staff and Plannign Commision recomend motion to approve first reading and set public hearing for June 1, 2026

#### **Approved By:**

Rick Bush, Director of Public Works

#### **Status:**

Approved - May 12 2026

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consideration of Award for Airport Snow Removal Equipment Acquisition Project (AIP/AIG #3-46-0054-026/027-2026)

**Prepared By:** Rick Bush, Director of Public Works

## BACKGROUND INFORMATION:

The City of Sturgis solicited bids for the acquisition of Snow Removal Equipment (SRE) for the Sturgis Municipal Airport as part of FAA Airport Improvement Program (AIP) and Airport Infrastructure Grant (AIG) funding assistance. The project includes the purchase of:

- One (1) Articulated 4-Wheel Drive Loader/Tractor
- One (1) 14-foot Snow Pusher
- One (1) 98-inch Snow Blower

Bids were publicly opened on April 28, 2026. Three bids were received for the project from:

- RDO Equipment Co. – Rapid City, SD
- Diesel Machinery, Inc. – Sioux Falls, SD
- Fortbrand Services LLC – Plainview, NY

Following review of the submitted bids, Helms & Associates has recommended tentative award of the project to RDO Equipment Co. in the amount of \$425,749.52. The engineer determined the bid to be complete, responsive, and reasonable

## DISCUSSION:

The total bid submitted by RDO Equipment Co. includes:

| <u>ITEM</u>      | <u>AMOUNT</u>       |
|------------------|---------------------|
| Loader/Tractor   | \$237,072.46        |
| Snow Pusher      | \$8,846.71          |
| Snow Blower      | \$179,830.35        |
| <b>TOTAL BID</b> | <b>\$425,749.52</b> |

Although Diesel Machinery submitted a lower base bid for the loader/tractor alone, the bid specifications required evaluation based on the total combined bid including all alternates. RDO Equipment Co. submitted the lowest responsive total combined bid for the complete project in the amount of \$425,749.52.

The project is anticipated to be funded through FAA AIP and AIG grants with the following estimated participation:

| Funding Source                 | Amount              |
|--------------------------------|---------------------|
| Federal Share (95%)            | \$410,850.00        |
| State Share (2.5%)             | \$22,825.00         |
| Local Share (2.5%)             | \$22,825.00         |
| <b>Estimated Project Total</b> | <b>\$456,500.00</b> |

The Engineer's Recommendation notes that award of the project is contingent upon:

1. FAA approval of the Buy American Waiver; and
2. Receipt of the FAA Grant Offer.

Additionally, due to anticipated short timelines associated with FAA grant processing, Helms & Associates recommends authorizing the Mayor/City Administrator to execute the FAA Grant Application, Grant Offer, and all associated project documentation.

#### **BUDGET IMPACT:**

The estimated total project cost is \$456,500.00, which includes equipment acquisition assistance and administration costs. The City's estimated local share obligation is approximately \$22,825.00 (2.5%), with the remaining costs funded through federal and state aviation grant funding sources.

#### **RECOMMENDATION:**

Staff recommends tentative award of the Airport Snow Removal Equipment Acquisition Project to RDO Equipment Co. of Rapid City, South Dakota, in the amount of \$425,749.52 contingent upon FAA approval of the Buy American Waiver and receipt of the FAA Grant Offer.

Staff further recommends authorizing the Mayor/City Administrator to execute the FAA Grant Application, Grant Offer, and all associated project documents necessary to complete the acquisition process.

#### **ATTACHMENTS:**

[20260501 Sturgis Airport SRE Acquisition \(Engineer Recommendation Letter\) BBE](#)  
[20260430 Sturgis Airport SRE Acquisition \(Bid Tabulation\) BBE](#)  
[20260430 Sturgis SRE Acquisition \(Revised Engineer's Estimate\) BBE](#)  
[20260508 Sturgis Airport AIG \(027-2026\) Grant Application \(unsigned\) BBE](#)  
[20260508 Sturgis SRE AIP \(026-2026\) Grant Application \(unsigned\) BBE](#)

#### **Approved By:**

Rick Bush, Director of Public Works

#### **Status:**

Approved - May 12 2026

May 1, 2025

Rick Bush, Public Works Director  
City of Sturgis  
1040 Harley-Davidson Way  
Sturgis, SD 57785

Re: SRE Acquisition  
Sturgis Municipal Airport  
Sturgis, South Dakota  
Project # A-10386  
AIP/AIG # 3-46-0054-026/027-2026

Dear Rick,

We would like to take this opportunity to make our “Engineer’s Recommendation of Award” for the above referenced project.

The description of work is:

The project shall include the purchase of Snow Removal Equipment with attachments

We have reviewed the bid proposal documents received and recommend that the Base Bid be tentatively awarded to the lowest bidder RDO Equipment Co. of Rapid City, SD in the amount of \$425,749.52 as their bid was complete and reasonable. We have also confirmed that RDO Equipment Co. has not been excluded at [www.sam.gov](http://www.sam.gov).

The DBE goal was 0.0% for this project. The intended participation listed in RDO Equipment Co.’s bid is 0.0%. Therefore, no DBE Good Faith Effort (GFE) is necessary.

The motion for award should read “Tentative award for AIP Project #3-46-0054-026/027-2026 Snow Removal Equipment Acquisition is made to RDO Equipment Co., in the amount of \$425,749.52 contingent upon FAA Approval of the Buy American Waiver and receipt of a FAA Grant Offer.”

Also, to help meet what we expect to be short time lines in the grant process, the Council should authorize the Mayor/City Administrator to sign the FAA Grant Application (attached), Grant Offer and all necessary paperwork for the Contract Documents.

If you have any questions, comments, or need any further information, please feel free to contact our office at your convenience.

Sincerely,  
Helms and Associates

A handwritten signature in black ink that reads "Brooke Edgar". The signature is written in a cursive, flowing style.

Brooke B. Edgar, P.E.

Cc: Travis Schmit, FAA – Dakota-Minnesota Airports District Office  
Jon Becker, SD-DOT – Office of Air, Rail, and Transit

SRE EQUIPMENT ACQUISITION  
STURGIS MUNICIPAL AIRPORT  
STURGIS, SOUTH DAKOTA  
BID TABULATION  
4/28/2026

| Base Bid                              |                                           |          |      | RDO Equipment Co.<br>Rapid City, SD |              | Diesel Machinery, Inc.<br>Sioux Falls, SD |              | Fortbrand Services LLC<br>Plainview, NY |              |
|---------------------------------------|-------------------------------------------|----------|------|-------------------------------------|--------------|-------------------------------------------|--------------|-----------------------------------------|--------------|
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | Articulated, 4-Wheel Drive Loader/Tractor | 1        | Each | \$237,072.46                        | \$237,072.46 | \$218,462.00                              | \$218,462.00 | \$435,574.32                            | \$435,574.32 |
| Total Base Bid                        |                                           |          |      | \$237,072.46                        |              | \$218,462.00                              |              | \$435,574.32                            |              |
| Alternate Bid #1                      |                                           |          |      |                                     |              |                                           |              |                                         |              |
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | 14' (minimum) Snow Pusher                 | 1        | Each | \$8,846.71                          | \$8,846.71   | \$7,222.00                                | \$7,222.00   | \$23,546.25                             | \$23,546.25  |
| Total Alternate Bid #1                |                                           |          |      | \$8,846.71                          |              | \$7,222.00                                |              | \$23,546.25                             |              |
| Alternate Bid #2                      |                                           |          |      |                                     |              |                                           |              |                                         |              |
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | 98" (minimum) Snow Blower                 | 1        | Each | \$179,830.35                        | \$179,830.35 | \$218,966.00                              | \$218,966.00 | \$97,087.50                             | \$97,087.50  |
| Total Alternate Bid #2                |                                           |          |      | \$179,830.35                        |              | \$218,966.00                              |              | \$97,087.50                             |              |
| Total Base Bid and All Alternate Bids |                                           |          |      | \$425,749.52                        |              | \$444,650.00                              |              | \$556,208.07                            |              |

I HEREBY CERTIFY THAT THE FOREGOING IS AN ACCURATE REPRESENTATION AND TABULATION OF ALL BIDS RECEIVED AND THAT THE MATHEMATICS HAVE BEEN CHECKED AND IS TO THE BEST OF MY KNOWLEDGE CORRECT:

PROJECT ENGINEER: Brooke Edgar DATE: 4/30/2026

SRE EQUIPMENT ACQUISITION  
STURGIS MUNICIPAL AIRPORT  
STURGIS, SOUTH DAKOTA  
AIP #3-46-0054-026/027-2026  
HELMS #A-10386  
REVISED ENGINEER'S ESTIMATE  
APRIL, 2026

**Base Bid**

| Item #                      | Item Description                          | Quantity | Unit | Unit Price   | Total Price         |
|-----------------------------|-------------------------------------------|----------|------|--------------|---------------------|
| 1                           | Articulated, 4-Wheel Drive Loader/Tractor | 1        | Each | \$237,072.46 | \$237,072.46        |
| <b>Total Bid Schedule A</b> |                                           |          |      |              | <b>\$237,072.46</b> |

**Alternate Bid #A1**

| Item #                      | Item Description          | Quantity | Unit | Unit Price | Total Price       |
|-----------------------------|---------------------------|----------|------|------------|-------------------|
| 1                           | 14' (minimum) Snow Pusher | 1        | Each | \$8,846.71 | \$8,846.71        |
| <b>Total Bid Schedule B</b> |                           |          |      |            | <b>\$8,846.71</b> |

**Alternate Bid #A2**

| Item #                        | Item Description          | Quantity | Unit | Unit Price   | Total Price         |
|-------------------------------|---------------------------|----------|------|--------------|---------------------|
| 1                             | 98" (minimum) Snow Blower | 1        | Each | \$179,830.35 | \$179,830.35        |
| <b>Total Alternate Bid B1</b> |                           |          |      |              | <b>\$179,830.35</b> |

|                                              |                     |
|----------------------------------------------|---------------------|
| <b>Total Base Bid, Alternate Bid 1 and 2</b> | <b>\$425,749.52</b> |
|----------------------------------------------|---------------------|

|                                  |                     |
|----------------------------------|---------------------|
| Estimated Acquisition Assistance | <b>\$ 30,000.00</b> |
| Estimated Administration Costs   | <b>\$ 750.48</b>    |
| <b>Estimated Project Total</b>   | <b>\$456,500.00</b> |

AIP #3-46-0054-026-2026 Cost Summary

|                                                |                      |
|------------------------------------------------|----------------------|
| SRE Equipment and Acquisition Assistance (46%) | \$ 209,644.78        |
| Estimated Administration                       | \$ 355.22            |
| <b>Total Cost</b>                              | <b>\$ 210,000.00</b> |
| Federal Share (95%)                            | \$ 189,000.00        |
| State Share (2.5%)                             | \$ 10,500.00         |
| Local Share (2.5%)                             | \$ 10,500.00         |

AIG #3-46-0054-027-2026 Cost Summary

|                                                |                      |
|------------------------------------------------|----------------------|
| SRE Equipment and Acquisition Assistance (54%) | \$ 246,104.74        |
| Estimated Administration                       | \$ 395.26            |
| <b>Total Cost</b>                              | <b>\$ 246,500.00</b> |
| Federal Share (95%)                            | \$ 221,850.00        |
| State Share (2.5%)                             | \$ 12,325.00         |
| Local Share (2.5%)                             | \$ 12,325.00         |

## AIP Grant Application Checklist

AIRPORT NAME: Sturgis Municipal Airport DATE: 5/8/2026

SYSTEM FOR AWARD MANAGEMENT (SAM) CAGE CODE #: 5GAJ1

SYSTEM FOR AWARD MANAGEMENT (SAM) EXPIRATION DATE: 7/28/2026

This checklist (and attached instructions) is a tool to assist a grantee (airport sponsor) in identifying the requirements and considerations associated with preparing an Airport Improvement Program (AIP) grant application package for submittal to the FAA. Airport sponsors should read and consider each of the items carefully. **Some of the items can be answered by simply checking the “Yes” and “No” boxes while others require providing additional information as part of the airport’s request for AIP funds.**

### **Sturgis Municipal Airport** **SRE Equipment Acquisition**

| Ref.                                                  |                                                                                                                            | Yes | No | N/A | Comments Attached |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-------------------|
| <b>ITEMS REQUIRED TO COMPLETE APPLICATION REVIEW:</b> |                                                                                                                            |     |    |     |                   |
| 1.                                                    | Standard Form 424 <i>(signed)</i>                                                                                          | X   |    |     |                   |
| 2.                                                    | Project Cost Breakdown <i>(attached)</i>                                                                                   | X   |    |     |                   |
| 3.                                                    | Project Sketch <i>(at the request of the ADO)</i>                                                                          | X   |    |     |                   |
| 4.                                                    | Project Narrative <i>(attached or within Form 5100-100/101 Part IV)</i>                                                    | X   |    |     |                   |
| 5.                                                    | Form 5100-100 (parts II – IV) <i>(airport development grants)</i><br>Form 5100-101 (parts II- IV) <i>(planning grants)</i> | X   |    |     |                   |
| 6.                                                    | Bid Tabulations/Negotiated Amounts <i>(attached or previously submitted to the ADO)</i>                                    | X   |    |     |                   |
| 7.                                                    | Exhibit A <i>(attached or previously submitted to the ADO)</i>                                                             | X   |    |     |                   |
| 8.                                                    | Title Certificate or Long Term Lease Agreement <i>(at the request of the ADO)</i>                                          | X   |    |     |                   |

## Application for Federal Assistance SF-424

|                                                                                           |                                                            |                                                                       |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------|
| *1. Type of Submission:<br>Preapplication<br>Application<br>Changed/Corrected Application | *2. Type of Application<br>New<br>Continuation<br>Revision | * If Revision, select appropriate letter(s):<br><br>* Other (Specify) |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------|

\*3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: \*5b. Federal Award Identifier:

### State Use Only:

6. Date Received by State: 7. State Application Identifier:

### 8. APPLICANT INFORMATION:

\*a. Legal Name:

\*b. Employer/Taxpayer Identification Number (EIN/TIN): \*c. UEI:

### d. Address:

\*Street 1: \_\_\_\_\_  
Street 2: \_\_\_\_\_  
\*City: \_\_\_\_\_  
County/Parish: \_\_\_\_\_  
\*State: Province: \_\_\_\_\_  
\*Country: \_\_\_\_\_  
\*Zip / Postal Code: \_\_\_\_\_

### e. Organizational Unit:

Department Name: Division Name:

### f. Name and contact information of person to be contacted on matters involving this application:

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
\*Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_

Title:

Organizational Affiliation:

\*Telephone Number: Fax Number:

\*Email:

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10. Name of Federal Agency:**

**\*11. Catalog of Federal Domestic Assistance Number:**

CFDA No: CFDA Title:

\_\_\_\_\_

**\*12. Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant:

\*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date:

\*b. End Date:

**18. Estimated Funding (\$):**

\*a. Federal \_\_\_\_\_

\*b. Applicant \_\_\_\_\_

\*c. State \_\_\_\_\_

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL \_\_\_\_\_

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_ .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**

Yes      No

**If "Yes", explain:**

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

\* Email: \_\_\_\_\_

\*Signature of Authorized Representative: \_\_\_\_\_

\*Date Signed: \_\_\_\_\_

|                                                |                     |
|------------------------------------------------|---------------------|
| <b>Authorized Representative:</b>              |                     |
| Prefix: Mr. <input type="button" value="v"/>   | *First Name: Jack   |
| Middle Name: _____                             |                     |
| *Last Name: Dokken                             |                     |
| Suffix: _____                                  |                     |
| *Title: Program Manager                        |                     |
| *Telephone Number: 605-773-7045                | Fax Number: _____   |
| * Email: jack.dokken@state.sd.us               |                     |
| *Signature of Authorized Representative: _____ | *Date Signed: _____ |

SRE EQUIPMENT ACQUISITION  
STURGIS MUNICIPAL AIRPORT  
STURGIS, SOUTH DAKOTA  
BID TABULATION  
4/28/2026

| Base Bid                              |                                           |          |      | RDO Equipment Co.<br>Rapid City, SD |              | Diesel Machinery, Inc.<br>Sioux Falls, SD |              | Fortbrand Services LLC<br>Plainview, NY |              |
|---------------------------------------|-------------------------------------------|----------|------|-------------------------------------|--------------|-------------------------------------------|--------------|-----------------------------------------|--------------|
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | Articulated, 4-Wheel Drive Loader/Tractor | 1        | Each | \$237,072.46                        | \$237,072.46 | \$218,462.00                              | \$218,462.00 | \$435,574.32                            | \$435,574.32 |
| Total Base Bid                        |                                           |          |      | \$237,072.46                        |              | \$218,462.00                              |              | \$435,574.32                            |              |
| Alternate Bid #1                      |                                           |          |      |                                     |              |                                           |              |                                         |              |
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | 14' (minimum) Snow Pusher                 | 1        | Each | \$8,846.71                          | \$8,846.71   | \$7,222.00                                | \$7,222.00   | \$23,546.25                             | \$23,546.25  |
| Total Alternate Bid #1                |                                           |          |      | \$8,846.71                          |              | \$7,222.00                                |              | \$23,546.25                             |              |
| Alternate Bid #2                      |                                           |          |      |                                     |              |                                           |              |                                         |              |
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | 98" (minimum) Snow Blower                 | 1        | Each | \$179,830.35                        | \$179,830.35 | \$218,966.00                              | \$218,966.00 | \$97,087.50                             | \$97,087.50  |
| Total Alternate Bid #2                |                                           |          |      | \$179,830.35                        |              | \$218,966.00                              |              | \$97,087.50                             |              |
| Total Base Bid and All Alternate Bids |                                           |          |      | \$425,749.52                        |              | \$444,650.00                              |              | \$556,208.07                            |              |

I HEREBY CERTIFY THAT THE FOREGOING IS AN ACCURATE REPRESENTATION AND TABULATION OF ALL BIDS RECEIVED AND THAT THE MATHEMATICS HAVE BEEN CHECKED AND IS TO THE BEST OF MY KNOWLEDGE CORRECT:

PROJECT ENGINEER: Brooke Edgaw DATE: 4/30/2026

**SRE EQUIPMENT ACQUISITION  
STURGIS MUNICIPAL AIRPORT  
STURGIS, SOUTH DAKOTA  
AIP #3-46-0054-026/027-2026  
HELMS #A-10386  
REVISED ENGINEER'S ESTIMATE  
APRIL, 2026**

**Base Bid**

| Item #                      | Item Description                          | Quantity | Unit | Unit Price   | Total Price         |
|-----------------------------|-------------------------------------------|----------|------|--------------|---------------------|
| 1                           | Articulated, 4-Wheel Drive Loader/Tractor | 1        | Each | \$237,072.46 | \$237,072.46        |
| <b>Total Bid Schedule A</b> |                                           |          |      |              | <b>\$237,072.46</b> |

**Alternate Bid #A1**

| Item #                      | Item Description          | Quantity | Unit | Unit Price | Total Price       |
|-----------------------------|---------------------------|----------|------|------------|-------------------|
| 1                           | 14' (minimum) Snow Pusher | 1        | Each | \$8,846.71 | \$8,846.71        |
| <b>Total Bid Schedule B</b> |                           |          |      |            | <b>\$8,846.71</b> |

**Alternate Bid #A2**

| Item #                        | Item Description          | Quantity | Unit | Unit Price   | Total Price         |
|-------------------------------|---------------------------|----------|------|--------------|---------------------|
| 1                             | 98" (minimum) Snow Blower | 1        | Each | \$179,830.35 | \$179,830.35        |
| <b>Total Alternate Bid B1</b> |                           |          |      |              | <b>\$179,830.35</b> |

|                                              |                     |
|----------------------------------------------|---------------------|
| <b>Total Base Bid, Alternate Bid 1 and 2</b> | <b>\$425,749.52</b> |
|----------------------------------------------|---------------------|

|                                  |                     |
|----------------------------------|---------------------|
| Estimated Acquisition Assistance | <b>\$ 30,000.00</b> |
| Estimated Administration Costs   | <b>\$ 750.48</b>    |
| <b>Estimated Project Total</b>   | <b>\$456,500.00</b> |

**AIP #3-46-0054-026-2026 Cost Summary**

|                                                |                      |
|------------------------------------------------|----------------------|
| SRE Equipment and Acquisition Assistance (46%) | \$ 209,644.78        |
| Estimated Administration                       | \$ 355.22            |
| <b>Total Cost</b>                              | <b>\$ 210,000.00</b> |
| Federal Share (95%)                            | \$ 189,000.00        |
| State Share (2.5%)                             | \$ 10,500.00         |
| Local Share (2.5%)                             | \$ 10,500.00         |

**AIG #3-46-0054-027-2026 Cost Summary**

|                                                |                      |
|------------------------------------------------|----------------------|
| SRE Equipment and Acquisition Assistance (54%) | \$ 246,104.74        |
| Estimated Administration                       | \$ 395.26            |
| <b>Total Cost</b>                              | <b>\$ 246,500.00</b> |
| Federal Share (95%)                            | \$ 221,850.00        |
| State Share (2.5%)                             | \$ 12,325.00         |
| Local Share (2.5%)                             | \$ 12,325.00         |



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-100, Application for Federal Assistance (Development and Equipment Projects)**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200; no assurance of confidentiality is provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

## **INSTRUCTIONS FOR FORM 5100-100**

### **PART I – Application for Federal Assistance**

Part I of the Application for Federal Assistance consists of a completed Standard Form (SF) 424. The remaining parts of Form 5100-100 (Parts II, III and IV) represent continuation pages that the Sponsor must attach to the associated SF-424 form. The signature of the Sponsor's authorized representative on the SF-424 form represents acceptance of the representations and certifications made within the corresponding FAA 5100-100 form.

### **PART II – Project Approval Information**

This information is necessary for the Federal Aviation Administration to evaluate this request for Federal assistance. Responses do not require an explanation unless explicitly requested by the question.

#### **SECTION A. STATUTORY CONDITIONS**

**Item 1** – Indicate whether the Sponsor maintains an active registration in the Federal System for Award Management (SAM). Pursuant to 2 CFR §25.200(b), a Sponsor must maintain an active registration in the Central Contractor Registration repository (housed within SAM) with current information at the time of the application and during the active period of the Federal award.

**Item 2** – Indicate whether the Sponsor can commence the project within the same fiscal year the grant is made or within 6 months of when the grant is made, whichever is later. Attach explanation for negative responses. This information is considered when allocating discretionary funds. (49 U.S.C. § 47115(d)(2))

**Item 3** – Indicate whether the Sponsor can complete the project without unreasonable delays. If applicable, provide listing of foreseeable events (winter shutdown, land acquisition issues, non-aeronautical events, etc.) that have potential to delay completion of the project. (49 USC § 47106(a))

**Item 4** – Indicate whether the environmental review (i.e. environmental assessment, mitigated FONSI, etc.) identified impacts or effects on the environment that require mitigating measures that lessen the impact or effect on the environment. If yes, provide a summary listing of mitigating measures. (49 U.S.C. § 47106(c))

**Item 5** – Indicate whether the project covered by this request is also covered by an approved Passenger Facility Charge (PFC) application or other Federal assistance program by selecting all applicable check boxes (49 U.S.C. § 40117(d) and 2 CFR § 200.403). If the approved PFC application only addresses the Sponsor's AIP matching share, select the appropriate check box.

If the project, or portions thereof, is covered by another Federal assistance program, identify the Federal assistance program by name and the Catalog of Federal Domestic Assistance (CFDA) number.

**Item 6** – Indicate whether the Sponsor intends to seek reimbursement of Sponsor indirect costs as defined by 2 CFR §200.414 and 2 CFR Appendix VII to Part 200. This information request **does not** include the indirect costs claimed by a for-profit entity (e.g. consultant).

- The de minimis rate may only be used if the Sponsor has not previously received a negotiated Indirect Cost Rate (ICR) and does not exceed the limitations prescribed in Appendix VII to Part 200.
- A Sponsor with an existing approved negotiated ICR must identify the ICR value, the name of the cognizant agency that approved the ICR and the date of approval.

## **SECTION B. CERTIFICATION REGARDING LOBBYING**

This section addresses the Sponsor's declaration regarding lobbying activities. The declaration made in the section are under signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached.

Title 31 U.S.C. § 1352 establishes that no appropriated funds may be expended by a recipient of a Federal grant to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this covered Federal assistance action. Pursuant to 40 CFR part 20, this certification attests that the Sponsor has not made, and will not make, any prohibited payment by 31 U.S.C. § 1352.

## SECTION C. REPRESENTATIONS AND CERTIFICATION

1. **Compatible Land Use** (49 U.S.C. § 47107(a)(10)) – Identify actions the Sponsor has taken to assure land uses in close proximity to the airport are compatible with normal airport operations.
2. **Defaults** – Confirm that Sponsor is not in default on any obligation to the United States or any agency of the United States government.
3. **Possible Disabilities** – Confirm that Sponsor has no facts or circumstances (i.e. legal, financial or otherwise) that might adversely affect the Sponsor in completing the project and carrying out the provisions of the associated Grant Assurances.
4. **Consistency with Local Plans** (49 U.S.C. § 47106(a)) – Confirm project is consistent with plans (existing at the time the project is approved) of public agencies authorized by the State in which the airport is located to plan.
5. **Consideration of Local Interests** (49 U.S.C. § 47106(b)) – Confirm the Sponsor has given fair consideration to the community in and near the project.
6. **Consultation with Users** (49 U.S.C. § 47105(a)) - Confirm the Sponsor has consulted with airport users that will be affected by the project.
7. **Public Hearings** (49 U.S.C. § 47106(c)) – For projects involving the location of an airport, runway or major runway extension, confirm the Sponsor:
  - a. Provided an opportunity for a public hearing to consider economic, social and environmental effects of the project.
  - b. Has voting representation from the communities in which the project is located; or has advised the communities that they have the right to petition the Secretary about the proposed project.
8. **Air and Water Quality Standards** - Confirm Sponsor will comply with applicable air and water quality standards.
9. **Exclusive Rights** (49 U.S.C. § 47107(a)) – Identify all instances of exclusive rights to conduct aeronautical services at the airport.
10. **Land (49 U.S.C. § 47106(b))** –
  - a. Identify property interests specific to the development project and/or land acquisition. The declaration of property interest is to be based upon a title opinion submitted by an attorney. When identifying the property interest, use the same parcel numbers as used to identify the property on the associated Exhibit A property map.  
Example: “*Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated \_\_/\_\_/\_\_ originally filed with AIP Project ###.*”
  - b. Complete this subpart if the Sponsor proposes a project for which they have not yet obtained appropriate property interests. Note that the work may not commence until Sponsor obtains acceptable property interests. Identify such property by parcel number that corresponds to the associated Exhibit A property map.
  - c. Complete this subpart when acquiring property interests under the grant. Identify such property by parcel number that corresponds to the associated Exhibit A property map.

## **PART III – Budget Information**

### **SECTION A. GENERAL**

**1. Assistance Listing Number** - Show the Assistance Listing Number from which the assistance is requested.

**2. Functional or Other Breakout:** Indicate “Airport Improvement Program”. Prepare a separate set of Part III forms for other Federal program categories.

### **SECTION B. CALCULATION OF FEDERAL GRANT**

When applying for a new grant, use the Total Amount Column only. Use all columns when requesting revisions of previously awarded amounts.

**Line 1** - Enter amounts needed for administration expenses, which may include such items as: legal fees, mailing/shipping expenses, audit fees and documented Sponsor employee time that is necessary to administer the grant.

**Line 2** - Enter amounts pertaining to allowable preliminary expenses. These include such expenses as independent fee estimate preparation, advertising expenses and permits.

**Line 3** - Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

**Line 4** - Enter fees for architectural engineering basic services.

**Line 5** - Enter amounts for architectural engineering special services (e.g. surveys, tests and borings).

**Line 6** - Enter fees for inspection, testing and monitoring of construction and related programs.

**Line 7** - Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on line 11.

**Line 8** - Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

**Line 9** - Enter the estimated amount of relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing.

**Line 10** - Enter the cost of demolition or removal of improvements on developed land. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

**Line 11** - Enter amounts for the actual construction of, addition to or restoration of a facility. Include in this category the amounts of project improvements such as grading, drainage, paving, marking, lighting, buildings, seeding/sodding, etc.

**Line 12** - Enter amounts for equipment. Examples include ARFF vehicles, SRE equipment, AWOS equipment, interactive training, NAVAID equipment, etc.)

**Line 13** - Enter miscellaneous amounts for items not specifically covered by previous categories.

**Line 14** - Enter the sum of Lines 1-13.

**Line 15** - Enter the estimated amount of program income that will be earned during the grant period and applied to the program. Examples include vehicle trade-in value, sale of millings resulting from project, credits passed on from contractor, etc. This line may be used to indicate applied liquidated damages.

**Line 16** - Enter the difference between Line 14 and Line 15.

**Line 17** - Enter the aggregate amount for those items, which are a part of the project but not subject to Federal participation. Refer to Section C, exclusions.

**Line 18** - Enter the subtotal sum of Lines 16 and 17. (This is the amount to which the matching share ratio prescribed in program legislation is applied.)

**Line 19** - Indicate the total amount of the Federal assistance requested. This value is determined by multiplying the grant participation rate by the amount indicated in line 18.

**Line 20** - Indicate the amount of the Grantee's share (from Section D).

**Line 21** - Indicate the amount of other shares (from Section D)

**Line 22** - Indicate sum of Lines 19, 20 and 21.

#### **SECTION C. EXCLUSIONS**

**Line 23 a-g** - Identify and list those costs which are part of the project cost but are not subject to Federal participation because of program legislation or Federal grantor agency instructions. The total amount on Line g should agree with the amount shown on Line 17 of Section B.

#### **SECTION D. PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE**

**Line 24 a-g** - Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section E - Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a non-cash contribution, explain what this contribution will consist of.

**Line 24h** - Indicate total of Lines 24 a-g. This amount must equal the amount in Section B, Line 20.

**Line 25a** - Show the amount that will be contributed by a State or state agency, only if the applicant is not a State or state agency. If there is a non-cash or other contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25b** - Show the amount that will be contributed from other sources. If there is a non-cash contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25c** - Show the total of Lines 25a and 25b. This amount must be the same as the amount shown in Section B, Line 21.

**Line 26** - Enter the totals of Lines 24h and 25c.

#### **SECTION E. OTHER REMARKS**

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.

## **PART IV – Program Narrative**

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

### **1. OBJECTIVES AND NEED FOR THIS ASSISTANCE**

Provide a short and concise description of the proposed improvement. Include a narrative on why this improvement is needed.

### **2. RESULTS OR BENEFITS EXPECTED**

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

### **3. APPROACH**

- a. Outline a plan of action pertaining to the scope and detail of how the Sponsor proposes to accomplish the work.
- b. Cite factors, which might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as construction approach, reductions in cost or time or extraordinary social and community involvements.
- c. Provide projections of project milestone dates. As a minimum, identify target dates for defining project costs (i.e. bid opening or completion of negotiations), anticipated issuance of notice-to-proceed and anticipated project completion date.
- d. Identify monitoring and oversight mechanisms the Sponsor proposes to implement.
- e. List key individuals and entities such as consultant, Sponsor personnel and contractor who will work on the project. Provide a short description of the nature of their effort or contribution.

### **4. GEOGRAPHIC LOCATION**

Identify location of the project. This will typically be the name of the airport.

### **5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:**

- a. Describe the relationship between this project and other work planned, anticipated or underway under the Federal Assistance listed under Part II, Section A, Item 5.
- b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.
- c. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope, budget, or objectives have changed or an extension of time is necessary, explain the circumstances and justify.

### **6. SPONSOR'S REPRESENTATIVE**

Identify contact information of Sponsor's representative.

## Application for Federal Assistance (Development and Equipment Projects)

### PART II – PROJECT APPROVAL INFORMATION

| Part II - SECTION A                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.                                                                                                                                                                                                                                                                                                                                                                  |     |    |     |
| <b>Item 1.</b><br>Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?                                                                                                                                                                                                                                                                                                                                                  | Yes | No |     |
| <b>Item 2.</b><br>Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?                                                                                                                                                                                                                                                                              | Yes | No | N/A |
| <b>Item 3.</b><br>Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.                                                                                                                                                                                                                                                                                                     | Yes | No | N/A |
| <b>Item 4.</b><br>Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).                                                                                                                                                                           | Yes | No | N/A |
| <b>Item 5.</b><br>Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.                                                                                                                                                                                                                 |     |    |     |
| <div style="margin-left: 40px;">             The project is included in an <i>approved</i> PFC application.<br/>             If included in an approved PFC application,<br/>             does the application <i>only</i> address AIP matching share?      Yes      No           </div> <div style="margin-left: 40px; margin-top: 10px;">             The project is included in another Federal Assistance program. Its CFDA number is below.           </div> |     |    |     |
| <b>Item 6.</b><br>Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?                                                                                                                                                                                                                                                      | Yes | No | N/A |
| If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:                                                                                                                                                                                                                                                                                                      |     |    |     |
| <div style="margin-left: 40px;">             De Minimis rate of 10% as permitted by 2 CFR § 200.414.           </div> <div style="margin-left: 40px; margin-top: 10px;">             Negotiated Rate equal to                      % as approved by                      (the Cognizant Agency)<br/>             on                      (Date) (2 CFR part 200, appendix VII).           </div>                                                                  |     |    |     |
| <i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>                                                                                                                                                                                                                                                                                                                                            |     |    |     |

**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

---

<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

## PART III – BUDGET INFORMATION – CONSTRUCTION

| SECTION A – GENERAL              |
|----------------------------------|
| 1. Assistance Listing Number:    |
| 2. Functional or Other Breakout: |

| SECTION B – CALCULATION OF FEDERAL GRANT                       |                                                    |                                                           |                       |
|----------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------|-----------------------|
| Cost Classification                                            | Latest Approved Amount<br>(Use only for revisions) | Adjustment<br>+ or (-) Amount<br>(Use only for revisions) | Total Amount Required |
| 1. Administration expense                                      |                                                    |                                                           |                       |
| 2. Preliminary expense                                         |                                                    |                                                           |                       |
| 3. Land, structures, right-of-way                              |                                                    |                                                           |                       |
| 4. Architectural engineering basic fees                        |                                                    |                                                           |                       |
| 5. Other Architectural engineering fees                        |                                                    |                                                           |                       |
| 6. Project inspection fees                                     |                                                    |                                                           |                       |
| 7. Land development                                            |                                                    |                                                           |                       |
| 8. Relocation Expenses                                         |                                                    |                                                           |                       |
| 9. Relocation payments to Individuals and Businesses           |                                                    |                                                           |                       |
| 10. Demolition and removal                                     |                                                    |                                                           |                       |
| 11. Construction and project improvement                       |                                                    |                                                           |                       |
| 12. Equipment                                                  |                                                    |                                                           |                       |
| 13. Miscellaneous                                              |                                                    |                                                           |                       |
| 14. <b>Subtotal</b> (Lines 1 through 13)                       |                                                    |                                                           |                       |
| 15. Estimated Income (if applicable)                           |                                                    |                                                           |                       |
| 16. Net Project Amount (Line 14 minus 15)                      |                                                    |                                                           |                       |
| 17. <b>Less:</b> Ineligible Exclusions (Section C, line 23 g.) |                                                    |                                                           |                       |
| 18. <b>Subtotal</b> (Lines 16 through 17)                      |                                                    |                                                           |                       |
| 19. Federal Share requested of Line 18                         |                                                    |                                                           |                       |
| 20. Grantee share                                              |                                                    |                                                           |                       |
| 21. Other shares                                               |                                                    |                                                           |                       |
| 22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)                   |                                                    |                                                           |                       |

| SECTION C – EXCLUSIONS                                     |                                     |
|------------------------------------------------------------|-------------------------------------|
| 23. Classification (Description of non-participating work) | Amount Ineligible for Participation |
| a.                                                         |                                     |
| b.                                                         |                                     |
| c.                                                         |                                     |
| d.                                                         |                                     |
| e.                                                         |                                     |
| f.                                                         |                                     |
| g. <b>Total</b>                                            |                                     |

| SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE |        |
|------------------------------------------------------------|--------|
| 24. Grantee Share – Fund Categories                        | Amount |
| a. Securities                                              |        |
| b. Mortgages                                               |        |
| c. Appropriations (by Applicant)                           |        |
| d. Bonds                                                   |        |
| e. Tax Levies                                              |        |
| f. Non-Cash                                                |        |
| g. Other (Explain):                                        |        |
| h. <b>TOTAL</b> - Grantee share                            |        |
| 25. Other Shares                                           | Amount |
| a. State                                                   |        |
| b. Other                                                   |        |
| c. <b>TOTAL</b> - Other Shares                             |        |
| <b>26. TOTAL NON-FEDERAL FINANCING</b>                     |        |

| SECTION E – REMARKS<br>(Attach sheets if additional space is required) |
|------------------------------------------------------------------------|
|                                                                        |

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

|                                                                          |
|--------------------------------------------------------------------------|
| <b>PROJECT:</b>                                                          |
| <b>AIRPORT:</b>                                                          |
| <b>1. Objective:</b>                                                     |
| <b>2. Benefits Anticipated:</b>                                          |
| <b>3. Approach:</b> (See approved Scope of Work in Final Application)    |
| <b>4. Geographic Location:</b>                                           |
| <b>5. If Applicable, Provide Additional Information:</b>                 |
| <b>6. Sponsor's Representative:</b> (include address & telephone number) |

# e-Signature Grant Sponsor Request Form

FAA Airports Division (ARP) is offering e-signature for all grants via Adobe e-Signature. This will expedite the process so that airport Sponsors receive grants as quickly as possible. If you would like to receive your grant via email for e-signature, please complete this form.

**Sponsors do not need any special software to sign grants electronically.**

Documents are emailed in the order specified below, and only one signature is required for each step (known as a signature block) in the process. The request for signature is sent by email, sequentially after the signature from the previous block is complete.

For each signature block, a Sponsor may submit more than one individual to have an equal right to sign, however only one signature is applied. For example, two Sponsor names can be entered under the Sponsor signature block, a primary and back-up, however only one will be able to sign.

If an airport has co-sponsors, the airport co-sponsors will need to fill out the Sponsor, Attorney, Co-Sponsor and Co-Sponsor Attorney signature blocks.

If an airport has more than two sponsors, the sponsors need to indicate this in the space provided at the end of the form.

When the e-signature process is complete, everyone, including the individuals listed below that did not sign, will receive an email copy of the signed document.

| Airport Name | Manager | City  | State |
|--------------|---------|-------|-------|
| _____        | _____   | _____ | _____ |

## Sponsor Signature Block:

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| _____     | _____ | _____         | _____        |
| _____     | _____ | _____         | _____        |

## Primary Sponsor Address:

| Full Name | Address | Bldg., Ste., Rm., Etc. |
|-----------|---------|------------------------|
| _____     | _____   | _____                  |
| City      | State   | Zip                    |
| _____     | _____   | _____                  |

## Attorney Signature Block:

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| _____     | _____ | _____         | _____        |
| _____     | _____ | _____         | _____        |

**Co-Sponsor Signature Block:**

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |

**Co-Sponsor Attorney Signature Block:**

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |

**CC Recipient – (Read-only access to grant – will receive email and copy of grant when grant submitted and completed)**

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |

Please note, if you need multiple Sponsor signatures, or other exceptions, please explain below:

---



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-129, Construction Project Final Acceptance – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).

Yes          No          N/A

2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor’s performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2).

Yes          No          N/A

3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).

Yes          No          N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
- Yes      No      N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
- Yes      No      N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes      No      N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
- Yes      No      N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes      No      N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes      No      N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
- Yes      No      N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes      No      N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes      No      N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes      No      N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The sponsor's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes      No      N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes      No      N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes      No      N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes      No      N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes      No      N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes      No      N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location:

Address:

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-131, Equipment and Construction Contracts – Airport Improvement Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes      No      N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).

Yes No N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

Yes No N/A

4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:

- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
- b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
- c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

Yes No N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:

- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
- b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
- c. Publicly opened at a time and place prescribed in the invitation for bids; and
- d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

Yes No N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
- b. Plan for publicizing and soliciting an adequate number of qualified sources; and
- c. Listing of evaluation factors along with relative importance of the factors.

Yes No N/A

7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).

Yes No N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes      No      N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes      No      N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland “Anti-Kickback” Act (29 CFR parts 3 and 5)

Yes      No      N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes      No      N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes      No      N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes      No      N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  

YesNoN/A
  
2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  

YesNoN/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).

Yes No N/A

4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).

Yes No N/A

5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).

Yes No N/A

6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).

Yes No N/A

7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).

Yes No N/A

8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).

Yes No N/A

9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).

Yes No N/A

10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).

Yes No N/A

11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)

Yes No N/A

12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:

- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.

Yes No N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

Yes No N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

Yes No N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

Yes No N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).

Yes      No      N/A

2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).

Yes      No      N/A

3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).

Yes      No      N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- Yes      No      N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes      No      N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes      No      N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- Yes      No      N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes      No      N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes      No      N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes      No      N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- Yes      No      N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes      No      N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

Yes      No      N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes      No      N/A

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Certification and Disclosure Regarding Potential Conflicts of Interest

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

#### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes      No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes      No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes      No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this          day of          ,          .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

## AIP Grant Application Checklist

AIRPORT NAME: Sturgis Municipal Airport DATE: 5/8/2026

SYSTEM FOR AWARD MANAGEMENT (SAM) CAGE CODE #: 5GAJ1

SYSTEM FOR AWARD MANAGEMENT (SAM) EXPIRATION DATE: 7/28/2026

This checklist (and attached instructions) is a tool to assist a grantee (airport sponsor) in identifying the requirements and considerations associated with preparing an Airport Improvement Program (AIP) grant application package for submittal to the FAA. Airport sponsors should read and consider each of the items carefully. **Some of the items can be answered by simply checking the “Yes” and “No” boxes while others require providing additional information as part of the airport’s request for AIP funds.**

### **Sturgis Municipal Airport** **SRE Equipment Acquisition**

| Ref.                                                  |                                                                                                                            | Yes | No | N/A | Comments Attached |
|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----|----|-----|-------------------|
| <b>ITEMS REQUIRED TO COMPLETE APPLICATION REVIEW:</b> |                                                                                                                            |     |    |     |                   |
| 1.                                                    | Standard Form 424 <i>(signed)</i>                                                                                          | X   |    |     |                   |
| 2.                                                    | Project Cost Breakdown <i>(attached)</i>                                                                                   | X   |    |     |                   |
| 3.                                                    | Project Sketch <i>(at the request of the ADO)</i>                                                                          | X   |    |     |                   |
| 4.                                                    | Project Narrative <i>(attached or within Form 5100-100/101 Part IV)</i>                                                    | X   |    |     |                   |
| 5.                                                    | Form 5100-100 (parts II – IV) <i>(airport development grants)</i><br>Form 5100-101 (parts II- IV) <i>(planning grants)</i> | X   |    |     |                   |
| 6.                                                    | Bid Tabulations/Negotiated Amounts <i>(attached or previously submitted to the ADO)</i>                                    | X   |    |     |                   |
| 7.                                                    | Exhibit A <i>(attached or previously submitted to the ADO)</i>                                                             | X   |    |     |                   |
| 8.                                                    | Title Certificate or Long Term Lease Agreement <i>(at the request of the ADO)</i>                                          | X   |    |     |                   |

## Application for Federal Assistance SF-424

|                                                                                           |                                                            |                                                                       |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------|
| *1. Type of Submission:<br>Preapplication<br>Application<br>Changed/Corrected Application | *2. Type of Application<br>New<br>Continuation<br>Revision | * If Revision, select appropriate letter(s):<br><br>* Other (Specify) |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------|

\*3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: \*5b. Federal Award Identifier:

### State Use Only:

6. Date Received by State: 7. State Application Identifier:

### 8. APPLICANT INFORMATION:

\*a. Legal Name:

\*b. Employer/Taxpayer Identification Number (EIN/TIN): \*c. UEI:

### d. Address:

\*Street 1: \_\_\_\_\_  
Street 2: \_\_\_\_\_  
\*City: \_\_\_\_\_  
County/Parish: \_\_\_\_\_  
\*State: Province: \_\_\_\_\_  
\*Country: \_\_\_\_\_  
\*Zip / Postal Code: \_\_\_\_\_

### e. Organizational Unit:

Department Name: Division Name:

### f. Name and contact information of person to be contacted on matters involving this application:

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
\*Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_

Title:

Organizational Affiliation:

\*Telephone Number: Fax Number:

\*Email:

**Application for Federal Assistance SF-424****\*9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10. Name of Federal Agency:****\*11. Catalog of Federal Domestic Assistance Number:**

CFDA No: CFDA Title:

---

**\*12. Funding Opportunity Number:**

---

\*Title:

---

**13. Competition Identification Number:**

---

Title:

---

**14. Areas Affected by Project (Cities, Counties, States, etc.):****\*15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant:

\*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date:

\*b. End Date:

**18. Estimated Funding (\$):**

\*a. Federal \_\_\_\_\_

\*b. Applicant \_\_\_\_\_

\*c. State \_\_\_\_\_

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL \_\_\_\_\_

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_ .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**

Yes      No

**If "Yes", explain:**

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title:

\*Telephone Number:

Fax Number:

\* Email:

\*Signature of Authorized Representative:

\*Date Signed:

|                                                |                     |
|------------------------------------------------|---------------------|
| <b>Authorized Representative:</b>              |                     |
| Prefix: Mr. <input type="button" value="v"/>   | *First Name: Jack   |
| Middle Name: _____                             |                     |
| *Last Name: Dokken                             |                     |
| Suffix: _____                                  |                     |
| *Title: Program Manager                        |                     |
| *Telephone Number: 605-773-7045                | Fax Number: _____   |
| * Email: jack.dokken@state.sd.us               |                     |
| *Signature of Authorized Representative: _____ | *Date Signed: _____ |

SRE EQUIPMENT ACQUISITION  
STURGIS MUNICIPAL AIRPORT  
STURGIS, SOUTH DAKOTA  
BID TABULATION  
4/28/2026

| Base Bid                              |                                           |          |      | RDO Equipment Co.<br>Rapid City, SD |              | Diesel Machinery, Inc.<br>Sioux Falls, SD |              | Fortbrand Services LLC<br>Plainview, NY |              |
|---------------------------------------|-------------------------------------------|----------|------|-------------------------------------|--------------|-------------------------------------------|--------------|-----------------------------------------|--------------|
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | Articulated, 4-Wheel Drive Loader/Tractor | 1        | Each | \$237,072.46                        | \$237,072.46 | \$218,462.00                              | \$218,462.00 | \$435,574.32                            | \$435,574.32 |
| Total Base Bid                        |                                           |          |      | \$237,072.46                        |              | \$218,462.00                              |              | \$435,574.32                            |              |
| Alternate Bid #1                      |                                           |          |      |                                     |              |                                           |              |                                         |              |
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | 14' (minimum) Snow Pusher                 | 1        | Each | \$8,846.71                          | \$8,846.71   | \$7,222.00                                | \$7,222.00   | \$23,546.25                             | \$23,546.25  |
| Total Alternate Bid #1                |                                           |          |      | \$8,846.71                          |              | \$7,222.00                                |              | \$23,546.25                             |              |
| Alternate Bid #2                      |                                           |          |      |                                     |              |                                           |              |                                         |              |
| Item #                                | Item Description                          | Quantity | Unit | Unit Price                          | Total Price  | Unit Price                                | Total Price  | Unit Price                              | Total Price  |
| 1                                     | 98" (minimum) Snow Blower                 | 1        | Each | \$179,830.35                        | \$179,830.35 | \$218,966.00                              | \$218,966.00 | \$97,087.50                             | \$97,087.50  |
| Total Alternate Bid #2                |                                           |          |      | \$179,830.35                        |              | \$218,966.00                              |              | \$97,087.50                             |              |
| Total Base Bid and All Alternate Bids |                                           |          |      | \$425,749.52                        |              | \$444,650.00                              |              | \$556,208.07                            |              |

I HEREBY CERTIFY THAT THE FOREGOING IS AN ACCURATE REPRESENTATION AND TABULATION OF ALL BIDS RECEIVED AND THAT THE MATHEMATICS HAVE BEEN CHECKED AND IS TO THE BEST OF MY KNOWLEDGE CORRECT:

PROJECT ENGINEER: Brooke Edgaw DATE: 4/30/2026

**SRE EQUIPMENT ACQUISITION  
STURGIS MUNICIPAL AIRPORT  
STURGIS, SOUTH DAKOTA  
AIP #3-46-0054-026/027-2026  
HELMS #A-10386  
REVISED ENGINEER'S ESTIMATE  
APRIL, 2026**

**Base Bid**

| Item #                      | Item Description                          | Quantity | Unit | Unit Price   | Total Price         |
|-----------------------------|-------------------------------------------|----------|------|--------------|---------------------|
| 1                           | Articulated, 4-Wheel Drive Loader/Tractor | 1        | Each | \$237,072.46 | \$237,072.46        |
| <b>Total Bid Schedule A</b> |                                           |          |      |              | <b>\$237,072.46</b> |

**Alternate Bid #A1**

| Item #                      | Item Description          | Quantity | Unit | Unit Price | Total Price       |
|-----------------------------|---------------------------|----------|------|------------|-------------------|
| 1                           | 14' (minimum) Snow Pusher | 1        | Each | \$8,846.71 | \$8,846.71        |
| <b>Total Bid Schedule B</b> |                           |          |      |            | <b>\$8,846.71</b> |

**Alternate Bid #A2**

| Item #                        | Item Description          | Quantity | Unit | Unit Price   | Total Price         |
|-------------------------------|---------------------------|----------|------|--------------|---------------------|
| 1                             | 98" (minimum) Snow Blower | 1        | Each | \$179,830.35 | \$179,830.35        |
| <b>Total Alternate Bid B1</b> |                           |          |      |              | <b>\$179,830.35</b> |

|                                              |                     |
|----------------------------------------------|---------------------|
| <b>Total Base Bid, Alternate Bid 1 and 2</b> | <b>\$425,749.52</b> |
|----------------------------------------------|---------------------|

|                                  |                     |
|----------------------------------|---------------------|
| Estimated Acquisition Assistance | <b>\$ 30,000.00</b> |
| Estimated Administration Costs   | <b>\$ 750.48</b>    |
| <b>Estimated Project Total</b>   | <b>\$456,500.00</b> |

**AIP #3-46-0054-026-2026 Cost Summary**

|                                                |                      |
|------------------------------------------------|----------------------|
| SRE Equipment and Acquisition Assistance (46%) | \$ 209,644.78        |
| Estimated Administration                       | \$ 355.22            |
| <b>Total Cost</b>                              | <b>\$ 210,000.00</b> |
| Federal Share (95%)                            | \$ 189,000.00        |
| State Share (2.5%)                             | \$ 10,500.00         |
| Local Share (2.5%)                             | \$ 10,500.00         |

**AIG #3-46-0054-027-2026 Cost Summary**

|                                                |                      |
|------------------------------------------------|----------------------|
| SRE Equipment and Acquisition Assistance (54%) | \$ 246,104.74        |
| Estimated Administration                       | \$ 395.26            |
| <b>Total Cost</b>                              | <b>\$ 246,500.00</b> |
| Federal Share (95%)                            | \$ 221,850.00        |
| State Share (2.5%)                             | \$ 12,325.00         |
| Local Share (2.5%)                             | \$ 12,325.00         |



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-100, Application for Federal Assistance (Development and Equipment Projects)**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200; no assurance of confidentiality is provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

## **INSTRUCTIONS FOR FORM 5100-100**

### **PART I – Application for Federal Assistance**

Part I of the Application for Federal Assistance consists of a completed Standard Form (SF) 424. The remaining parts of Form 5100-100 (Parts II, III and IV) represent continuation pages that the Sponsor must attach to the associated SF-424 form. The signature of the Sponsor's authorized representative on the SF-424 form represents acceptance of the representations and certifications made within the corresponding FAA 5100-100 form.

### **PART II – Project Approval Information**

This information is necessary for the Federal Aviation Administration to evaluate this request for Federal assistance. Responses do not require an explanation unless explicitly requested by the question.

#### **SECTION A. STATUTORY CONDITIONS**

**Item 1** – Indicate whether the Sponsor maintains an active registration in the Federal System for Award Management (SAM). Pursuant to 2 CFR §25.200(b), a Sponsor must maintain an active registration in the Central Contractor Registration repository (housed within SAM) with current information at the time of the application and during the active period of the Federal award.

**Item 2** – Indicate whether the Sponsor can commence the project within the same fiscal year the grant is made or within 6 months of when the grant is made, whichever is later. Attach explanation for negative responses. This information is considered when allocating discretionary funds. (49 U.S.C. § 47115(d)(2))

**Item 3** – Indicate whether the Sponsor can complete the project without unreasonable delays. If applicable, provide listing of foreseeable events (winter shutdown, land acquisition issues, non-aeronautical events, etc.) that have potential to delay completion of the project. (49 USC § 47106(a))

**Item 4** – Indicate whether the environmental review (i.e. environmental assessment, mitigated FONSI, etc.) identified impacts or effects on the environment that require mitigating measures that lessen the impact or effect on the environment. If yes, provide a summary listing of mitigating measures. (49 U.S.C. § 47106(c))

**Item 5** – Indicate whether the project covered by this request is also covered by an approved Passenger Facility Charge (PFC) application or other Federal assistance program by selecting all applicable check boxes (49 U.S.C. § 40117(d) and 2 CFR § 200.403). If the approved PFC application only addresses the Sponsor's AIP matching share, select the appropriate check box.

If the project, or portions thereof, is covered by another Federal assistance program, identify the Federal assistance program by name and the Catalog of Federal Domestic Assistance (CFDA) number.

**Item 6** – Indicate whether the Sponsor intends to seek reimbursement of Sponsor indirect costs as defined by 2 CFR §200.414 and 2 CFR Appendix VII to Part 200. This information request **does not** include the indirect costs claimed by a for-profit entity (e.g. consultant).

- The de minimis rate may only be used if the Sponsor has not previously received a negotiated Indirect Cost Rate (ICR) and does not exceed the limitations prescribed in Appendix VII to Part 200.
- A Sponsor with an existing approved negotiated ICR must identify the ICR value, the name of the cognizant agency that approved the ICR and the date of approval.

## **SECTION B. CERTIFICATION REGARDING LOBBYING**

This section addresses the Sponsor's declaration regarding lobbying activities. The declaration made in the section are under signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached.

Title 31 U.S.C. § 1352 establishes that no appropriated funds may be expended by a recipient of a Federal grant to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this covered Federal assistance action. Pursuant to 40 CFR part 20, this certification attests that the Sponsor has not made, and will not make, any prohibited payment by 31 U.S.C. § 1352.

## SECTION C. REPRESENTATIONS AND CERTIFICATION

1. **Compatible Land Use** (49 U.S.C. § 47107(a)(10)) – Identify actions the Sponsor has taken to assure land uses in close proximity to the airport are compatible with normal airport operations.
2. **Defaults** – Confirm that Sponsor is not in default on any obligation to the United States or any agency of the United States government.
3. **Possible Disabilities** – Confirm that Sponsor has no facts or circumstances (i.e. legal, financial or otherwise) that might adversely affect the Sponsor in completing the project and carrying out the provisions of the associated Grant Assurances.
4. **Consistency with Local Plans** (49 U.S.C. § 47106(a)) – Confirm project is consistent with plans (existing at the time the project is approved) of public agencies authorized by the State in which the airport is located to plan.
5. **Consideration of Local Interests** (49 U.S.C. § 47106(b)) – Confirm the Sponsor has given fair consideration to the community in and near the project.
6. **Consultation with Users** (49 U.S.C. § 47105(a)) - Confirm the Sponsor has consulted with airport users that will be affected by the project.
7. **Public Hearings** (49 U.S.C. § 47106(c)) – For projects involving the location of an airport, runway or major runway extension, confirm the Sponsor:
  - a. Provided an opportunity for a public hearing to consider economic, social and environmental effects of the project.
  - b. Has voting representation from the communities in which the project is located; or has advised the communities that they have the right to petition the Secretary about the proposed project.
8. **Air and Water Quality Standards** - Confirm Sponsor will comply with applicable air and water quality standards.
9. **Exclusive Rights** (49 U.S.C. § 47107(a)) – Identify all instances of exclusive rights to conduct aeronautical services at the airport.
10. **Land (49 U.S.C. § 47106(b))** –
  - a. Identify property interests specific to the development project and/or land acquisition. The declaration of property interest is to be based upon a title opinion submitted by an attorney. When identifying the property interest, use the same parcel numbers as used to identify the property on the associated Exhibit A property map.  
Example: “*Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated \_\_/\_\_/\_\_ originally filed with AIP Project ###.*”
  - b. Complete this subpart if the Sponsor proposes a project for which they have not yet obtained appropriate property interests. Note that the work may not commence until Sponsor obtains acceptable property interests. Identify such property by parcel number that corresponds to the associated Exhibit A property map.
  - c. Complete this subpart when acquiring property interests under the grant. Identify such property by parcel number that corresponds to the associated Exhibit A property map.

## **PART III – Budget Information**

### **SECTION A. GENERAL**

**1. Assistance Listing Number** - Show the Assistance Listing Number from which the assistance is requested.

**2. Functional or Other Breakout:** Indicate “Airport Improvement Program”. Prepare a separate set of Part III forms for other Federal program categories.

### **SECTION B. CALCULATION OF FEDERAL GRANT**

When applying for a new grant, use the Total Amount Column only. Use all columns when requesting revisions of previously awarded amounts.

**Line 1** - Enter amounts needed for administration expenses, which may include such items as: legal fees, mailing/shipping expenses, audit fees and documented Sponsor employee time that is necessary to administer the grant.

**Line 2** - Enter amounts pertaining to allowable preliminary expenses. These include such expenses as independent fee estimate preparation, advertising expenses and permits.

**Line 3** - Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

**Line 4** - Enter fees for architectural engineering basic services.

**Line 5** - Enter amounts for architectural engineering special services (e.g. surveys, tests and borings).

**Line 6** - Enter fees for inspection, testing and monitoring of construction and related programs.

**Line 7** - Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on line 11.

**Line 8** - Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

**Line 9** - Enter the estimated amount of relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing.

**Line 10** - Enter the cost of demolition or removal of improvements on developed land. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

**Line 11** - Enter amounts for the actual construction of, addition to or restoration of a facility. Include in this category the amounts of project improvements such as grading, drainage, paving, marking, lighting, buildings, seeding/sodding, etc.

**Line 12** - Enter amounts for equipment. Examples include ARFF vehicles, SRE equipment, AWOS equipment, interactive training, NAVAID equipment, etc.)

**Line 13** - Enter miscellaneous amounts for items not specifically covered by previous categories.

**Line 14** - Enter the sum of Lines 1-13.

**Line 15** - Enter the estimated amount of program income that will be earned during the grant period and applied to the program. Examples include vehicle trade-in value, sale of millings resulting from project, credits passed on from contractor, etc. This line may be used to indicate applied liquidated damages.

**Line 16** - Enter the difference between Line 14 and Line 15.

**Line 17** - Enter the aggregate amount for those items, which are a part of the project but not subject to Federal participation. Refer to Section C, exclusions.

**Line 18** - Enter the subtotal sum of Lines 16 and 17. (This is the amount to which the matching share ratio prescribed in program legislation is applied.)

**Line 19** - Indicate the total amount of the Federal assistance requested. This value is determined by multiplying the grant participation rate by the amount indicated in line 18.

**Line 20** - Indicate the amount of the Grantee's share (from Section D).

**Line 21** - Indicate the amount of other shares (from Section D)

**Line 22** - Indicate sum of Lines 19, 20 and 21.

#### **SECTION C. EXCLUSIONS**

**Line 23 a-g** - Identify and list those costs which are part of the project cost but are not subject to Federal participation because of program legislation or Federal grantor agency instructions. The total amount on Line g should agree with the amount shown on Line 17 of Section B.

#### **SECTION D. PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE**

**Line 24 a-g** - Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section E - Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a non-cash contribution, explain what this contribution will consist of.

**Line 24h** - Indicate total of Lines 24 a-g. This amount must equal the amount in Section B, Line 20.

**Line 25a** - Show the amount that will be contributed by a State or state agency, only if the applicant is not a State or state agency. If there is a non-cash or other contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25b** - Show the amount that will be contributed from other sources. If there is a non-cash contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25c** - Show the total of Lines 25a and 25b. This amount must be the same as the amount shown in Section B, Line 21.

**Line 26** - Enter the totals of Lines 24h and 25c.

#### **SECTION E. OTHER REMARKS**

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.

## **PART IV – Program Narrative**

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

### **1. OBJECTIVES AND NEED FOR THIS ASSISTANCE**

Provide a short and concise description of the proposed improvement. Include a narrative on why this improvement is needed.

### **2. RESULTS OR BENEFITS EXPECTED**

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

### **3. APPROACH**

- a. Outline a plan of action pertaining to the scope and detail of how the Sponsor proposes to accomplish the work.
- b. Cite factors, which might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as construction approach, reductions in cost or time or extraordinary social and community involvements.
- c. Provide projections of project milestone dates. As a minimum, identify target dates for defining project costs (i.e. bid opening or completion of negotiations), anticipated issuance of notice-to-proceed and anticipated project completion date.
- d. Identify monitoring and oversight mechanisms the Sponsor proposes to implement.
- e. List key individuals and entities such as consultant, Sponsor personnel and contractor who will work on the project. Provide a short description of the nature of their effort or contribution.

### **4. GEOGRAPHIC LOCATION**

Identify location of the project. This will typically be the name of the airport.

### **5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:**

- a. Describe the relationship between this project and other work planned, anticipated or underway under the Federal Assistance listed under Part II, Section A, Item 5.
- b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.
- c. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope, budget, or objectives have changed or an extension of time is necessary, explain the circumstances and justify.

### **6. SPONSOR'S REPRESENTATIVE**

Identify contact information of Sponsor's representative.

## Application for Federal Assistance (Development and Equipment Projects)

### PART II – PROJECT APPROVAL INFORMATION

| Part II - SECTION A                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.                                                                                                                                                                                                                                                                                                                                                                  |     |    |     |
| <b>Item 1.</b><br>Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?                                                                                                                                                                                                                                                                                                                                                  | Yes | No |     |
| <b>Item 2.</b><br>Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?                                                                                                                                                                                                                                                                              | Yes | No | N/A |
| <b>Item 3.</b><br>Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.                                                                                                                                                                                                                                                                                                     | Yes | No | N/A |
| <b>Item 4.</b><br>Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).                                                                                                                                                                           | Yes | No | N/A |
| <b>Item 5.</b><br>Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.                                                                                                                                                                                                                 |     |    |     |
| <div style="margin-left: 40px;">             The project is included in an <i>approved</i> PFC application.<br/>             If included in an approved PFC application,<br/>             does the application <i>only</i> address AIP matching share?      Yes      No           </div> <div style="margin-left: 40px; margin-top: 10px;">             The project is included in another Federal Assistance program. Its CFDA number is below.           </div> |     |    |     |
| <b>Item 6.</b><br>Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?                                                                                                                                                                                                                                                      | Yes | No | N/A |
| If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:                                                                                                                                                                                                                                                                                                      |     |    |     |
| <div style="margin-left: 40px;">             De Minimis rate of 10% as permitted by 2 CFR § 200.414.           </div> <div style="margin-left: 40px; margin-top: 10px;">             Negotiated Rate equal to                      % as approved by                      (the Cognizant Agency)<br/>             on                      (Date) (2 CFR part 200, appendix VII).           </div>                                                                  |     |    |     |
| <i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>                                                                                                                                                                                                                                                                                                                                            |     |    |     |

**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

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<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

## PART III – BUDGET INFORMATION – CONSTRUCTION

| SECTION A – GENERAL              |
|----------------------------------|
| 1. Assistance Listing Number:    |
| 2. Functional or Other Breakout: |

| SECTION B – CALCULATION OF FEDERAL GRANT                       |                                                    |                                                           |                       |
|----------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------|-----------------------|
| Cost Classification                                            | Latest Approved Amount<br>(Use only for revisions) | Adjustment<br>+ or (-) Amount<br>(Use only for revisions) | Total Amount Required |
| 1. Administration expense                                      |                                                    |                                                           |                       |
| 2. Preliminary expense                                         |                                                    |                                                           |                       |
| 3. Land, structures, right-of-way                              |                                                    |                                                           |                       |
| 4. Architectural engineering basic fees                        |                                                    |                                                           |                       |
| 5. Other Architectural engineering fees                        |                                                    |                                                           |                       |
| 6. Project inspection fees                                     |                                                    |                                                           |                       |
| 7. Land development                                            |                                                    |                                                           |                       |
| 8. Relocation Expenses                                         |                                                    |                                                           |                       |
| 9. Relocation payments to Individuals and Businesses           |                                                    |                                                           |                       |
| 10. Demolition and removal                                     |                                                    |                                                           |                       |
| 11. Construction and project improvement                       |                                                    |                                                           |                       |
| 12. Equipment                                                  |                                                    |                                                           |                       |
| 13. Miscellaneous                                              |                                                    |                                                           |                       |
| 14. <b>Subtotal</b> (Lines 1 through 13)                       |                                                    |                                                           |                       |
| 15. Estimated Income (if applicable)                           |                                                    |                                                           |                       |
| 16. Net Project Amount (Line 14 minus 15)                      |                                                    |                                                           |                       |
| 17. <b>Less:</b> Ineligible Exclusions (Section C, line 23 g.) |                                                    |                                                           |                       |
| 18. <b>Subtotal</b> (Lines 16 through 17)                      |                                                    |                                                           |                       |
| 19. Federal Share requested of Line 18                         |                                                    |                                                           |                       |
| 20. Grantee share                                              |                                                    |                                                           |                       |
| 21. Other shares                                               |                                                    |                                                           |                       |
| 22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)                   |                                                    |                                                           |                       |

| SECTION C – EXCLUSIONS                                     |                                     |
|------------------------------------------------------------|-------------------------------------|
| 23. Classification (Description of non-participating work) | Amount Ineligible for Participation |
| a.                                                         |                                     |
| b.                                                         |                                     |
| c.                                                         |                                     |
| d.                                                         |                                     |
| e.                                                         |                                     |
| f.                                                         |                                     |
| g. <b>Total</b>                                            |                                     |

| SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE |        |
|------------------------------------------------------------|--------|
| 24. Grantee Share – Fund Categories                        | Amount |
| a. Securities                                              |        |
| b. Mortgages                                               |        |
| c. Appropriations (by Applicant)                           |        |
| d. Bonds                                                   |        |
| e. Tax Levies                                              |        |
| f. Non-Cash                                                |        |
| g. Other (Explain):                                        |        |
| h. <b>TOTAL</b> - Grantee share                            |        |
| 25. Other Shares                                           | Amount |
| a. State                                                   |        |
| b. Other                                                   |        |
| c. <b>TOTAL</b> - Other Shares                             |        |
| <b>26. TOTAL NON-FEDERAL FINANCING</b>                     |        |

| SECTION E – REMARKS<br>(Attach sheets if additional space is required) |
|------------------------------------------------------------------------|
|                                                                        |

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

|                                                                          |
|--------------------------------------------------------------------------|
| <b>PROJECT:</b>                                                          |
| <b>AIRPORT:</b>                                                          |
| <b>1. Objective:</b>                                                     |
| <b>2. Benefits Anticipated:</b>                                          |
| <b>3. Approach:</b> (See approved Scope of Work in Final Application)    |
| <b>4. Geographic Location:</b>                                           |
| <b>5. If Applicable, Provide Additional Information:</b>                 |
| <b>6. Sponsor's Representative:</b> (include address & telephone number) |

# e-Signature Grant Sponsor Request Form

FAA Airports Division (ARP) is offering e-signature for all grants via Adobe e-Signature. This will expedite the process so that airport Sponsors receive grants as quickly as possible. If you would like to receive your grant via email for e-signature, please complete this form.

**Sponsors do not need any special software to sign grants electronically.**

Documents are emailed in the order specified below, and only one signature is required for each step (known as a signature block) in the process. The request for signature is sent by email, sequentially after the signature from the previous block is complete.

For each signature block, a Sponsor may submit more than one individual to have an equal right to sign, however only one signature is applied. For example, two Sponsor names can be entered under the Sponsor signature block, a primary and back-up, however only one will be able to sign.

If an airport has co-sponsors, the airport co-sponsors will need to fill out the Sponsor, Attorney, Co-Sponsor and Co-Sponsor Attorney signature blocks.

If an airport has more than two sponsors, the sponsors need to indicate this in the space provided at the end of the form.

When the e-signature process is complete, everyone, including the individuals listed below that did not sign, will receive an email copy of the signed document.

| Airport Name | Manager | City  | State |
|--------------|---------|-------|-------|
| _____        | _____   | _____ | _____ |

## Sponsor Signature Block:

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| _____     | _____ | _____         | _____        |
| _____     | _____ | _____         | _____        |

## Primary Sponsor Address:

| Full Name | Address | Bldg., Ste., Rm., Etc. |
|-----------|---------|------------------------|
| _____     | _____   | _____                  |
| City      | State   | Zip                    |
| _____     | _____   | _____                  |

## Attorney Signature Block:

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| _____     | _____ | _____         | _____        |
| _____     | _____ | _____         | _____        |

**Co-Sponsor Signature Block:**

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |

**Co-Sponsor Attorney Signature Block:**

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |

**CC Recipient – (Read-only access to grant – will receive email and copy of grant when grant submitted and completed)**

| Full Name | Title | Email Address | Phone Number |
|-----------|-------|---------------|--------------|
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |
| <hr/>     | <hr/> | <hr/>         | <hr/>        |

Please note, if you need multiple Sponsor signatures, or other exceptions, please explain below:

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U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-129, Construction Project Final Acceptance – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).

Yes      No      N/A

2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2).

Yes      No      N/A

3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).

Yes      No      N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
- Yes      No      N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
- Yes      No      N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes      No      N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
- Yes      No      N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes      No      N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes      No      N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
- Yes      No      N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes      No      N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes      No      N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes      No      N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The sponsor's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes      No      N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes      No      N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes      No      N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes      No      N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes      No      N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes      No      N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location:

Address:

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this                day of                ,                .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-131, Equipment and Construction Contracts – Airport Improvement Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes      No      N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).

Yes No N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

Yes No N/A

4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:

- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
- b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
- c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

Yes No N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:

- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
- b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
- c. Publicly opened at a time and place prescribed in the invitation for bids; and
- d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

Yes No N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
- b. Plan for publicizing and soliciting an adequate number of qualified sources; and
- c. Listing of evaluation factors along with relative importance of the factors.

Yes No N/A

7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).

Yes No N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes      No      N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes      No      N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland “Anti-Kickback” Act (29 CFR parts 3 and 5)

Yes      No      N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes      No      N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes      No      N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes      No      N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  

YesNoN/A
  
2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  

YesNoN/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).

Yes No N/A

4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).

Yes No N/A

5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).

Yes No N/A

6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).

Yes No N/A

7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).

Yes No N/A

8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).

Yes No N/A

9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).

Yes No N/A

10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).

Yes No N/A

11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)

Yes No N/A

12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:

- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.

Yes No N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

Yes No N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

Yes No N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

Yes No N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).

Yes      No      N/A

2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).

Yes      No      N/A

3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).

Yes      No      N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- Yes      No      N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes      No      N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes      No      N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).
- Yes      No      N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes      No      N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes      No      N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes      No      N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).
- Yes      No      N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes      No      N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

Yes      No      N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes      No      N/A

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes      No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes      No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes      No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this          day of          ,          .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Introduction of Ordinance 2026-05 - An Ordinance Amending Chapter 30 of the Sturgis City Code Regarding Municipal Elections, Council Officers, Vacancies, Special Elections, and Runoff Elections.

**Prepared By:** Eric Davis, City Attorney

### **BACKGROUND INFORMATION:**

The City continues working through a broader recodification and code-cleanup process. In general terms, that work has proceeded in phases.

- **Phase 1** involved the nonsubstantive recodification and adoption of the City Code through American Legal Publishing and is now complete.
- **Phase 2** involves targeted legal-conformity cleanup where existing code provisions are outdated, inconsistent with current law, or no longer workable following changes in state law.
- **Phase 3** involves more discretionary policy modernization items that may be considered by the Council but are not required merely to conform the code to state law.

As introduced to the Common Council on April 20, 2026, recent changes to South Dakota law require updates to certain election-related provisions of the Sturgis City Code. At that meeting, the Council provided direction for staff to prepare an ordinance selecting June as the City's regular municipal election month and not adopting the new even-numbered-year-only election option. Consistent with that direction, staff has prepared the proposed ordinance amending Chapter 30 of the Sturgis City Code.

The proposed ordinance is intended primarily as a Phase 2 legal-conformity ordinance. It is a targeted update to existing code language, not a comprehensive rewrite of Chapter 30. Historically, Sturgis has held regular municipal elections in April. Recent changes to South Dakota law eliminated April as an available regular municipal election date and now require municipalities to hold regular municipal elections on either the first Tuesday after the first Monday in June or the first Tuesday after the first Monday in November. The proposed ordinance establishes June as the City's regular municipal election month.

The ordinance also updates related provisions concerning election of the Council President and Vice President, vacancies in those offices, vacancies on the Common Council and in the office of Mayor, and special elections. These amendments are intended to align the City Code with current state law and provide clearer local procedures for election administration.

The only proposed policy change included in the ordinance that is not required for state-law conformity is the proposed runoff-election provision. That provision is included as a potential Phase 3 policy modernization item for Council consideration. State law authorizes, but does not require, municipalities to adopt runoff elections in races involving three or more candidates where no candidate receives a majority of the votes cast. The Council may adopt that provision as part of the ordinance or remove it before final adoption.

## DISCUSSION:

The first substantive change is to establish that the City's regular municipal election will be held on the first Tuesday after the first Monday in June of each year in which one or more municipal offices are to be filled. This follows the Council direction provided on April 20. The Council is not choosing the new even-numbered-year-only election option, so the ordinance does not include term-extension, re-staggering, or odd-year transition language. Instead, the City's existing staggered municipal election structure remains in place, with the regular election date moved from April to June.

The ordinance also updates older terminology in Chapter 30. References to the "general municipal election" or "annual election of officers" are revised to "regular municipal election," consistent with the current statutory framework. The ordinance also removes obsolete one-time effective-date language from § 30.06 and makes a non-substantive numbering cleanup in the ward-description section.

The ordinance revises § 30.09, concerning election of the Council President and Vice President. Current code language is tied to the first Council meeting in May, which corresponded to the City's former April election cycle. The revised language instead tracks the current statutory structure: the Council elects a President and Vice President at the first regular meeting after the regular municipal election and after qualification of newly elected aldermen. The ordinance also addresses years in which there is no regular municipal election, emergency meeting delays, vacancies in the offices of President and Vice President, and a public voting process for selecting those officers.

The ordinance further revises § 30.10 requiring vacancies on the Common Council and in the office of Mayor to be filled by special election, except where a special election is prohibited by state law, and serve as the City's pre-vacancy ordinance under SDCL 9-13-14.2. For mayoral vacancies, the ordinance separately reflects state law requiring appointment by a motion supported by a majority vote of all aldermen, with the appointee serving until the office is filled by election for the unexpired term. The ordinance also incorporates state-law language concerning mayor pro tempore authority, written mayoral resignations, and the distinction between a vacancy and temporary absence or temporary incapacitation.

The ordinance also updates the special-election notice and nominating-petition provisions. The revised language requires the Finance Officer's notice to identify the vacancy, state that it will be filled by special election, identify the date of the election, state the deadline for filing nominating petitions, and identify the place where nominating petitions may be filed. The ordinance also updates cross-references to the governing state-law provisions for special elections.

Finally, the ordinance includes a runoff-election provision for Council consideration. This provision is optional and is not required by recent state-law amendments. Under current state law, the default rule is that the person receiving the highest number of votes is elected; however, a municipality may adopt an ordinance requiring runoff elections in races involving three or more candidates when no candidate receives a majority of the votes cast. Staff included the runoff language so the Council can decide whether to adopt or reject that additional policy choice as part of this ordinance. If the Council wishes to keep this ordinance limited strictly to Phase 2 legal-conformity cleanup, the runoff provision may be removed before final adoption. Should the Council amend the ordinance to include a runoff requirement, that would be prospective only and would not be in effect before the upcoming special election.

**CODE REFERENCES:**

[https://codelibrary.amlegal.com/codes/sturgissd/latest/sturgis\\_sd/0-0-0-145](https://codelibrary.amlegal.com/codes/sturgissd/latest/sturgis_sd/0-0-0-145)

**BUDGET IMPACT:**

The ordinance itself has no immediate direct fiscal impact. Future fiscal impacts may occur if a vacancy requires a special election or if a municipal race requires a runoff election. Those costs would depend on the timing of the election, whether the election is coordinated with another election, and the administrative requirements applicable at that time.

**RECOMMENDATION:**

Consider the text of the proposed amendment to Chapter 30, direct any desired changes, and direct staff to place the ordinance on a future agenda for first reading.

**ATTACHMENTS:**

[ORDINANCE NO. 2026-05 - Chapter 30 Amendment - ETD Draft - 5-18-26](#)

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - May 14 2026

## ORDINANCE NO. 2026-05

### AN ORDINANCE AMENDING CHAPTER 30 OF THE STURGIS CITY CODE REGARDING MUNICIPAL ELECTIONS, COUNCIL OFFICERS, VACANCIES, SPECIAL ELECTIONS, AND RUNOFF ELECTIONS

**WHEREAS**, recent changes to South Dakota law require updates to certain municipal election, vacancy, and related governance provisions of the Sturgis City Code; and

**WHEREAS**, the Common Council desires to amend Chapter 30 of the Sturgis City Code to conform local ordinance provisions to current state law; and

**WHEREAS**, the Common Council further desires to establish clear local procedures for regular municipal elections, council officer elections, vacancies, special elections, and runoff elections as authorized by state law; and

**WHEREAS**, the Common Council finds that the amendments set forth in this Ordinance are necessary and appropriate to provide clarity, consistency, and orderly administration of City elections and related municipal procedures.

**NOW, THEREFORE, BE IT ORDAINED** by the Common Council of the City of Sturgis that:

#### **Section 1. Amendment of Chapter 30.**

Chapter 30 of the Sturgis City Code is hereby amended as set forth in this Ordinance. Additions to existing code language are shown by underline, and deletions from existing code language are shown by ~~striketrough~~. Code sections not specifically amended herein remain unchanged and in full force and effect.

#### **§ 30.02 MAYOR.**

- (A) The Mayor is the chief executive officer of the city and presides over the meetings of the City Council. ~~The voters of the city elect the Mayor~~ The Mayor is elected at large at the ~~general~~ regular municipal election for a term of three years.
- (B) Any vacancy in the office of Mayor must be filled as provided by state law and this code. The Mayor performs such duties and ~~exercise~~ exercises such powers as provided by state law and this code.

## § 30.06 MUNICIPAL ELECTIONS.

- (A) **Election wards.** The city is hereby divided into four wards, each of which consists of a voting precinct.

~~(1) The city is hereby divided into four wards, each of which consists of a voting precinct.~~

- (1) The First Ward is that portion of the city located within the following boundary: Beginning at the intersection of the centerlines of Glencoe Drive and State Highway 34, then following the city boundary south and west to the extension of Sherman Street right-of-way, then continuing west along Sherman Street to its intersection with the DM&E railroad track, then continuing northwesterly along the railroad track to its intersection with Interstate 90, then continuing southwesterly along Interstate 90 to the southern city limits, then westerly along the south city limits to the western boundary of city limits, then northerly along the western city limits to the northern boundary of city limits, then following the northern boundary of city limits east to the intersection of the centerlines of Glencoe Drive and State Highway 34; excluding all unincorporated areas within the bounded area. This area must also include that portion of the noncontiguous city boundary to include the city owned municipal airport property.
- (2) The Second Ward is that portion of the city located within the following boundary: Beginning at the intersection of the centerlines of Junction Avenue and Sherman Street, then continuing westerly along Sherman Street to its intersection with the DM&E railroad track, then continuing northwesterly along the railroad track to its intersection with Interstate 90, then continuing southwesterly along the west city limits lying north of Interstate 90, then continuing southwesterly along the north side of Interstate 90 to its intersection with Vanocker Canyon Road, then continuing north along Vanocker Canyon Road to its intersection with Junction Avenue, then continuing northerly along Junction Avenue back to its intersection with Sherman Street.
- (3) The Third Ward is that portion of the city located within the following boundary: Beginning at the intersection of the centerlines of Junction

Avenue and Sherman Street, then continuing southerly along Junction Avenue to its intersection with Vanocker Canyon Road, then continuing southerly along Vanocker Canyon Road to its intersection with 1st Avenue, then continuing westerly along 1st Avenue to its intersection with Vanocker Drive, then continuing southerly along Vanocker Drive to its intersection with Pine View Drive, then continuing westerly along Pine View Drive to its intersection with the western city limits, then following city limits south and east to its intersection with Vanocker Canyon Road, then continuing northerly along Vanocker Canyon Road to its intersection with the DM&E railroad track, then northerly along the eastern city limits back to its intersection with the extension of Sherman Street right-of-way, then continuing westerly along Sherman Street back to its intersection with Junction Avenue.

- (4) The Fourth Ward is that portion of the city located within the following boundary: Beginning at the intersection of the centerlines of Vanocker Canyon Road and Interstate 90, then continuing south along Vanocker Canyon Road to its intersection with 1st Avenue, then continuing westerly along 1st Avenue to its intersection with Vanocker Drive, then continuing southerly along Vanocker Drive to its intersection with Pine View Drive, then continuing westerly along Pine View Drive to the western boundary of city limits, then following the western city boundary north to its intersection with Interstate 90, then southwesterly along Interstate 90 back to its intersection with Vanocker Canyon Road.

~~(5) This section becomes effective upon the passage and publication thereof, the same being necessary for the support of the municipal government and its existing public institutions.~~

- (B) **Regular municipal election.** The regular municipal election of the city must be held on the first Tuesday after the first Monday in June of each year in which one or more municipal offices are to be filled, unless otherwise required by state law.
- (C) **Polling hours.** The election polls for the ~~annual election of officers~~ regular municipal election and any special municipal election must be open continuously from 7:00 a.m. until 7:00 p.m.

## § 30.08 APPOINTMENT OF COUNCIL MEMBERS TO BOARDS AND COMMITTEES.

- (A) ~~Following the election of officers at the first meeting of the Council each May,~~  
Following the election of officers under § 30.09, each Council member must have an opportunity to make their request, identifying the order of importance, for the member to be appointed to any of the “outside” boards or commissions listed in this section. Following that meeting, the Mayor, with the advice and approval of the Common Council, may make Council member appointments for a one-year term to each board or commission listed below:
- (1) Planning and Zoning Commission;
  - (2) Library Board;
  - (3) City Chamber of Commerce Board;
  - (4) Parks Board, including Forestry Board responsibilities;
  - (5) Transportation Board;
  - (6) City Motorcycle Museum Board;
  - (7) City Rally Charities;
  - (8) County Senior Citizens Center Board;
  - (9) City Economic Development Corporation;
  - (10) Legal and Finance Council subcommittee (comprised of Mayor, Council President, Council Vice President and one other Council member);
  - (11) Rally and Events Council subcommittee; and
  - (12) Infrastructure Advisory Council subcommittee.
- (B) For other ad hoc committees, each Council member must have an opportunity to make his or her recommendation for the Council members to be appointed to that committee. Thereafter, the Mayor, with the advice and approval of the Common Council, may make appointments to such an ad hoc committee or committees.

### **§ 30.09 ELECTION OF PRESIDENT AND VICE PRESIDENT.**

~~At the first meeting of the Council in May of each year, and after the qualification of the newly elected Council Members, the Council must elect from among its own members a President and Vice President of the Council, whose duties are prescribed by the laws of the state. Nominations for the office of Council President must be made by members of the Council and when nominations close then ballots must be cast for that office. If more than two candidates are nominated, then the vote must be by public vote, to be reviewed and counted by the Finance Officer and an assistant. After the votes are tabulated, the Finance Officer must report the ballot tabulation and state the name of the person elected. Following that election, nominations for the office of Council Vice~~

~~President must be made by members of the Council and when nominations close then voting for that office must take place in the same manner as for Council President.~~

- (A) **Election following regular municipal election.** At the first regular meeting after the regular municipal election and after the qualification of newly elected aldermen, the Council must elect from among its members a President and Vice President of the Council, whose duties are prescribed by the laws of the state. The President and Vice President hold their respective offices for one year or until a President and Vice President are elected the following year, whichever is later.
- (B) **Election in years with no regular municipal election.** In a year when there is no regular municipal election, the Council must elect from among its members a President and Vice President at the first regular meeting that occurs no more than one year after the President and Vice President were last elected. If an emergency prevents the first regular meeting from occurring, the election must take place at either the next regular meeting or a special meeting.
- (C) **Vacancies.** If there is a vacancy in the office of President, the Council must elect a President from among its members at the first regular or special meeting that occurs after the vacancy. If there is a vacancy in the office of Vice President, the Council must elect a Vice President from among its members at the first regular or special meeting that occurs after the vacancy. If the vacancy in the office of Vice President occurs during a meeting, the Council may elect a Vice President from among its members during the same meeting.
- (D) **Nominations and voting.** Nominations for Council President must be made by members of the Council. Nominations do not require a second. After nominations close, each alderman must vote publicly for one nominee. The nominee receiving a majority vote of the aldermen present and voting is elected. If no nominee receives the required majority, voting must continue until a nominee receives the required majority. The same procedure applies to the election of Council Vice President.

## **§ 30.10 VACANCIES ON THE COMMON COUNCIL OR IN THE OFFICE OF MAYOR.**

- (A) ~~If a vacancy exists on the Common Council, the remaining members may appoint a replacement to serve until the next annual municipal election, or by~~

~~special election called for that purpose as provided in SDCL § 9-13-14 and this chapter. The appointee must be a person from the same ward of the municipality. When electing a person to fill the remainder of the unexpired term at an annual municipal election, the vacancy must have occurred prior to the publication required by SDCL § 9-13-6.~~

- ~~(B) If there is a vacancy from any cause in the office of the Mayor, the vacancy may be filled by appointment by a majority vote of the aldermen, as soon as practicable after the vacancy occurs, to serve until the office is filled by election for the unexpired term at the next annual municipal election or by special election called for that purpose, as provided in SDCL § 9-13-14 and this chapter. Until the vacancy is filled or, during the time of temporary absence or disability of the Mayor, the powers and duties of the Mayor are executed by the President or Vice President of the Council, as provided in SDCL § 9-8-7. When electing a person to fill the remainder of the unexpired term at an annual municipal election, the vacancy must have occurred prior to the publication required by SDCL § 9-13-6. No special election may be held less than 90 days before the annual municipal election.~~
- ~~(C) If a vacancy is to be filled by special election, the Finance Officer must publish a notice in the official newspaper of the municipality stating that a vacancy exists, that the vacancy will be filled by special election, the date of the election and the time and place where nominating petitions may be filed for the office. The notice must be published once each week for two consecutive weeks beginning at least 60 days before the date of the special election.~~
- ~~(D) Nominating petitions for the vacancy must be prepared and filed as provided in SDCL § 9-13-7, may not be circulated more than 60 days before the date of the special election, and must be filed at least 30 days before the date of the special election. The number of signatures required for a nominating petition must be calculated as provided in SDCL § 9-13-9. If a nominating petition is filed before the second Tuesday in January, the prior year's calculation of registered voters must be used to determine the number of needed signatures. The Finance Officer must publish a notice of the special election as provided in SDCL §§ 9-13-13 and 9-13-14 and must publish a copy of the official ballot in the official city newspaper the week before the election.~~
- (A) **Special election required.** Pursuant to SDCL § 9-13-14.2, any vacancy on the Common Council or in the office of Mayor must be filled by special

election called for that purpose, except where a special election is prohibited by state law. A special election may not be held less than ninety days before a regular municipal election.

- (B) **Mayoral vacancy.** If there is a vacancy from any cause in the office of Mayor, the vacancy must be filled by appointment by a motion supported by a majority vote of all aldermen, made at a meeting of the aldermen held as soon as practicable after the vacancy occurs. The individual appointed as Mayor serves until the office is filled by election for the unexpired term at the next regular municipal election or by special election as provided in SDCL § 9-13-14.2. A special election may not be held if the vacancy in the office of Mayor occurs within the twelve months preceding the regular election for the office of Mayor. Until the vacancy is filled, the powers and duties of Mayor are executed by the mayor pro tempore as provided by state law. A resignation by the Mayor must be in writing and must specify the effective date of the resignation. A temporary absence or temporary incapacitation of the Mayor is not a vacancy in the office of Mayor.
- (C) **Notice of special election.** If a vacancy is to be filled by special election, the Finance Officer must publish a notice in the official newspaper of the municipality stating that a vacancy exists, that the vacancy is to be filled by special election, the date of the election, the deadline for filing nominating petitions, and the place where nominating petitions may be filed for the office. The notice must be published once each week for two consecutive weeks beginning at least sixty days before the date of the special election.
- (D) **Nominating petitions.** Nominating petitions for the vacancy must be prepared and filed as provided in SDCL § 9-13-7. A candidate may not circulate a nominating petition more than sixty days before the date of the special election and must file the petition with the Finance Officer at least thirty days before the date of the special election. The number of signatures required for a nominating petition must be calculated as provided in SDCL § 9-13-9. If a nominating petition is filed before the second Tuesday in January, the prior year's calculation of registered voters must be used to determine the number of needed signatures. The Finance Officer must publish a notice of the special election as provided in SDCL §§ 9-13-13, 9-13-14, and 9-13-14.2.

### **§ 30.11 RUNOFF ELECTIONS.**

Pursuant to SDCL §§ 9-13-25, 9-13-26.1, and 9-13-27.1, a runoff election is required for any municipal office if three or more candidates seek the office and no candidate receives a majority of the votes cast for that office. The runoff election must be conducted as provided by state law.

## **Section 2. Repealer.**

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

## **Section 3. Savings Clause.**

Except as otherwise required by state law, this Ordinance shall not affect any right, duty, liability, penalty, proceeding, election, notice, petition, appointment, or other action lawfully existing, commenced, or taken before the effective date of this Ordinance. Any such matter may continue to be administered or enforced under the law in effect at the time it arose, unless application of this Ordinance is required by state law.

## **Section 4. Severability.**

If any section, subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Common Council hereby declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase, and provision thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or provisions may be declared invalid or unconstitutional.

## **Section 5. Codification.**

The provisions of this Ordinance amending Chapter 30 of the Sturgis City Code shall be codified as part of the Sturgis City Code. The Finance Officer, City Attorney, and codifier are authorized to make non-substantive numbering, formatting, capitalization, and cross-reference corrections necessary to codify this Ordinance, provided that no such correction shall alter the substantive meaning or effect of this Ordinance.

## **Section 6. Effective Date.**

This Ordinance shall take effect and be in force from and after its passage, approval, and publication as provided by law.

Adopted by action of the Sturgis Common Council this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF STURGIS**

\_\_\_\_\_  
Tony Dargatz, Mayor Pro Tempore

(Seal)

ATTEST:

\_\_\_\_\_  
Ann Bertolotto, Finance Officer

First reading:

Second reading:

Adopted:

Published:

Effective:

**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consideration to Authorize the Mayor to sign Transportation Alternatives (TA) Agreement – TAPU(58) PCN 0AGN with the South Dakota Department of Transportation.

**Prepared By:** Rick Bush, Director of Public Works

### **BACKGROUND INFORMATION:**

The City of Sturgis previously entered into a Transportation Alternatives funding agreement with SDDOT for the Boulder Canyon Bike Path project identified as TAPU(33) PCN 08E9. The original agreement provided funding for preliminary engineering and initial project development activities.

The attached agreement represents a second Transportation Alternatives funding agreement for continuation of the project under Project Number TAPU(58) PCN 0AGN. According to SDDOT, this second project is eligible for federal funding under the Transportation Alternatives Program and will allow the City to continue advancing the proposed Sturgis Boulder Canyon Bike Path project.

The proposed project generally includes a multi-use bicycle and pedestrian path connection extending through the Boulder Canyon corridor area. A project exhibit map is included within the agreement documents

### **DISCUSSION:**

Approval of this agreement allows the City to continue progressing the Boulder Canyon Bike Path project and preserves the City's eligibility for Transportation Alternatives funding assistance through the Federal Highway Administration and SDDOT. The project is intended to improve bicycle and pedestrian connectivity while enhancing transportation alternatives and recreational opportunities within the community.

#### **Key Agreement Provisions:**

- SDDOT will administer federal Transportation Alternatives funding and oversee compliance requirements.
- The City will continue to coordinate with SDDOT throughout design and construction phases.
- Federal funding reimbursement is contingent upon authorization and compliance with federal and state requirements.
- The City is responsible for future maintenance obligations associated with the path improvements, including sidewalks, curb ramps, signing, pavement markings, snow removal, vegetation management, and related infrastructure maintenance.

The estimated total project cost for the second phase (TAPU(58) PCN 0AGN) is approximately \$1,043,030.74. Funding participation is estimated as follows:

- **Federal Share (80%):** \$834,424.60
- **Local Share (20%):** \$208,606.14

Combined with the previously approved TA agreement, the overall project funding totals are estimated at:

- **Total Federal Funding:** \$1,148,229.48
- **Total Local Match:** \$365,485.05
- **Total Program Amount:** \$1,513,714.53

The agreement further states that the City will be responsible for all future operations, maintenance, and local match obligations associated with the completed improvements.

#### **BUDGET IMPACT:**

The City's required local match and future maintenance obligations will need to be incorporated into future capital improvement and operational budgeting as the project advances.

#### **RECOMMENDATION:**

Staff recommend the Council Authorize the Mayor to execute the Transportation Alternatives (TA) Agreement TAPU(58) PCN 0AGN with the South Dakota Department of Transportation.

#### **ATTACHMENTS:**

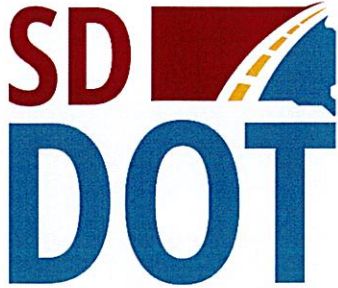
[DOC051526-05152026073234](#)

#### **Approved By:**

Rick Bush, Director of Public Works

#### **Status:**

Approved - May 15 2026



**Department of Transportation**  
**Division of Planning/Engineering**  
**Office of Project Development**  
5316 W 60th St N # A,  
Sioux Falls, SD 57107  
605-773-4912  
FAX: 605-773-6608

May 12, 2026

Rick Bush, Public Works Director  
1040 Harley-Davidson Way  
Sturgis, SD 57785

Re: Sturgis Transportation Alternatives – Project P TAPU(58) PCN 0AGN

Dear Mr Bush:

Congratulations again on Sturgis' selection for Transportation Alternatives (TA) funding.

I've attached the Transportation Alternative (TA) Agreement P TAPU(58) PCN 0AGN. Please sign the original document of the TA Agreement. **Please note that Page 8, Item 23 requires you to include a copy of the Council minutes, as Exhibit C giving the Mayor/President authority to sign the agreement.**

**Once the Mayor and City Auditor/Clerk have signed the original agreement and the City Seal is stamped, please return the original to me at the DOT. Once fully executed, a copy will be returned to the City for your files.**

If you have any questions, please give Logan Gran a call at 605-773-4912.

**Please remember that project design cannot begin until after the work order is signed with the consultant and a Notice to Proceed has been issued.**

Respectfully,

A handwritten signature in black ink, appearing to read "Logan Gran".

Logan Gran  
Active Transportation Engineer  
SDDOT-Project Development

Enclosures





During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin), and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973 (23 U.S.C. § 324 *et seq.*) (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability), and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC Ch. 471, § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-209) (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. Ch. 471, § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).



EXHIBIT C

STATE OF SOUTH DAKOTA  
DEPARTMENT OF TRANSPORTATION  
STANDARD TITLE VI / NONDISCRIMINATION ASSURANCES  
APPENDIX A & E  
MARCH 1, 2016

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

If any court of competent jurisdiction holds any provision of this Agreement unenforceable or invalid, such holding will not invalidate or render unenforceable any other provision of this Agreement.

## 22. SUPERCESSION

All other prior discussions, communications, and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and, except as specifically provided in this Agreement, this Agreement constitutes the entire Agreement with respect to the subject matter.

## 23. SIGNATURE AUTHORITY

The CITY has designated its Mayor as the CITY'S authorized representative and has empowered the Mayor with the authority to sign this Agreement on behalf of the CITY. A copy of the CITY'S Commission or Council minutes or resolution authorizing the execution of this Agreement by the CITY'S authorized representative is attached to this Agreement as **Exhibit D**.

The CITY and the STATE, by signing this Agreement, evidence authority to enter into this Agreement through formal action of their governing bodies.

City of Sturgis, South Dakota

State of South Dakota  
Department of Transportation

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Tracy Darr

Printed Name: Joel M. Jundt

Its: Mayor

Its: Department Secretary

Date: 5-14-21

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Approved as to Form:

By: Ann Bertolotto

/s/ Dustin W. DeBoer  
Special Assistant Attorney General

Printed Name: Ann Bertolotto

City Finance Officer

(City Seal)





Exhibit A

Project Number PTAPU(33)

PCN 08E9

Application Estimate of Costs

|                                                 |                            |
|-------------------------------------------------|----------------------------|
| Preliminary Engineering Estimate                | \$50,000.00                |
| Environmental Mitigation                        | \$10,000.00                |
| Construction Estimate                           | \$480,000.00               |
| Construction Engineering Estimate               | \$60,000.00                |
| Non-Infrastructure (if applicable)              | \$0.00                     |
| <br>Total Cost                                  | <br>\$600,000.00           |
| Spent (PE)                                      | \$129,316.21               |
| <b><u>Remaining Maximum Limiting Amount</u></b> | <b><u>\$470,683.79</u></b> |

Federal Share Remaining                      \$313,804.88    Percent of Total Application Estimate  
66.67%

Local Share Remaining                        \$156,878.91    Percent of Total Application Estimate  
33.33%



EXHIBIT A





Exhibit B

Project Number PTAPU(58)

PCN 0AGN

Application Estimate of Costs

|                                    |                       |
|------------------------------------|-----------------------|
| Preliminary Engineering Estimate   | \$120,850.00          |
| Environmental Mitigation           | \$32,170.00           |
| Construction Estimate              | \$770,010.74          |
| Construction Engineering Estimate  | \$120,000.00          |
| Non-Infrastructure (if applicable) | \$0.00                |
| <b>Total Cost</b>                  | <b>\$1,043,030.74</b> |

|                         |              |                                       |
|-------------------------|--------------|---------------------------------------|
| Federal Share<br>80.00% | \$834,424.60 | Percent of Total Application Estimate |
| Local Share<br>20.00%   | \$208,606.14 | Percent of Total Application Estimate |

|                           | <u>Fed Share</u>      | <u>Local Share</u>  | <u>Total Amount</u>   |
|---------------------------|-----------------------|---------------------|-----------------------|
| FIRST PROJECT (remaining) | \$313,804.88          | \$156,878.91        | \$470,683.79          |
| SECOND PROJECT            | \$834,424.60          | \$208,606.14        | \$1,043,090.74        |
| <b>TOTAL</b>              | <b>\$1,148,229.48</b> | <b>\$365,485.05</b> | <b>\$1,513,714.53</b> |

TOTAL PERCENT FEDERAL SHARE (\$1,148,229.48/\$1,513,714.53) - 75.86%  
TOTAL PERCENT LOCAL SHARE (\$365,485.05/\$1,513,714.53) - 24.14%



Fill in all fields outlined in **red**. Hover cursor over field for instructions. [Click here for complete instructions](#)

|                               |                                             |                                                                      |                                                                                                      |
|-------------------------------|---------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1. Contract Type              | New agreement                               | 2. Contract Number                                                   |                                                                                                      |
| 3. Party Name                 | City of Sturgis                             |                                                                      |                                                                                                      |
| 4. Address                    | 1040 Harley-Davidson Way, Sturgis, SD 57785 |                                                                      |                                                                                                      |
| 5. Vendor Number if Available |                                             | 6. Purpose Code                                                      | 490 Eng. Consultant Agreements-Cons. Contract with Wor                                               |
| 7. Start Date                 |                                             | or check if <input checked="" type="checkbox"/> upon execution       | 8. Exp. Date                                                                                         |
|                               |                                             |                                                                      | or check if perpetual <input checked="" type="checkbox"/> or end of project <input type="checkbox"/> |
|                               |                                             | 9. Grant? Y <input type="radio"/> N <input checked="" type="radio"/> |                                                                                                      |

|                                                                                         |                |
|-----------------------------------------------------------------------------------------|----------------|
| 10a. Purpose of Agreement:                                                              | 10b. Comments: |
| Financial and Maintenance agreement for Transportation Alternatives project in Sturgis. |                |

11. Originating Office No. 111231-Project Development

12. DOT Contact Person/Phone # Logan Gran / 6057734912

13. Is this a joint powers agreement per SDCL 1-24-6.1? Y ☒ N ☐ If yes, Finance will submit to LRC & ATG.

14. If related to software or BIT consulting, did BIT approve a moratorium? Y ☐ N ☒ If yes, please attach.

15. Will this project be in the STIP? Y ☒ N ☐

16. Agreement Type **Actual cost** If other, please describe below (**see instructions for details**):

|                                                 |                             |
|-------------------------------------------------|-----------------------------|
| <input type="checkbox"/> No Max Limiting Amount | Minimum local match 24.14%. |
|-------------------------------------------------|-----------------------------|

|                                                                                           |                                                                   |                                                                                                                                                                                                  |                   |                                        |                                               |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------|-----------------------------------------------|
| 17. Payment<br>Contract Requires a DOT billing <input checked="checked" type="checkbox"/> | *Amt. Payable in \$<br>(Top 2 boxes will be calculated for you. ) | Fed. Share in \$                                                                                                                                                                                 | State Share in \$ | Local/City Share<br>(Include in Total) | Local/City Share<br>(Do Not Include in Total) |
| Total Payable Amt.                                                                        | 1,513,714.53                                                      | 1,148,229.48                                                                                                                                                                                     |                   | 365,485.05                             |                                               |
| Amendment                                                                                 | 0.00                                                              |                                                                                                                                                                                                  |                   |                                        |                                               |
| Total (These will be calculated for you.)                                                 | 1,513,714.53                                                      | 1,148,229.48                                                                                                                                                                                     | 0.00              | 365,485.05                             | 0.00                                          |
| Fixed Fee Amt included in above                                                           |                                                                   | *Amount Payable includes total dollars payable by DOT. If we are paying the local match include these dollars in the amount payable. Amount payable equals the total amount shown in Section 18. |                   |                                        |                                               |

**Click for center coding list on pg. 14**

DOT PROJECT CODING

[illegible]

|                 |       |              |
|-----------------|-------|--------------|
| 19. Attachments | Total | 1,513,714.53 |
|-----------------|-------|--------------|

- ☐ a. Attach W-9—Vendor info required to make payment.
- ☐ b. Attach a copy of the RFP for professional services contract (\$50,000 or more per SDCL 5-18D-17).
- ☐ c. Attach a copy of the minutes for contracts with local government entities.

20. **Is this for a service, professional service or supply of more than \$10,000?** To determine, review instructions.

Y  N  If yes, contract will be posted to Open SD (SDCL 1-27-45 and 46).

**Click here for Open SD information on pg. 15**

## Legal Review

## Audit Review

Signature \_\_\_\_\_  
Page 17 of 32

Date \_\_\_\_\_

Signature

Page 206 of 233

Finance Office Use Only: Date Assigned

Initial

11/2025



**STATE OF SOUTH DAKOTA  
DEPARTMENT OF TRANSPORTATION  
JOINT POWERS AGREEMENT  
FOR TRANSPORTATION ALTERNATIVES FUNDING**

This agreement is made by and between the State of South Dakota, acting by and through its Department of Transportation, referred to in this Agreement as the "STATE," and the city of Sturgis, South Dakota, referred to in this Agreement as the "CITY."

**1. JOINT POWERS**

- A. This Agreement does not establish a separate legal entity as contemplated by SDCL 1-24-5. The cooperative undertaking described in this Agreement will be financed and conducted under the provisions of this Agreement by the STATE and the CITY. Each party has responsibilities under the terms of this Agreement and no joint board or administrator will be used.
- B. Any CITY or STATE employee engaged in joint action under this Agreement will remain an employee of his agency during participation in joint action under this Agreement. Each agency will retain exclusive responsibility for its officers, agents, and employees while these officers, agents, and employees are engaged in joint action under this Agreement, including but not limited to any responsibility for regular and overtime wages and salaries, unemployment benefits, workers' compensation coverage, health insurance, or other benefits, and liability coverage and indemnity, except as otherwise specifically provided in this Agreement.

**THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:**

**2. TERM**

This Agreement will become effective once it has been signed by all parties. The term of this Agreement will be perpetual.

**3. PROJECT APPROVAL AND FUNDING AWARD:**

**A. PCN 08E9:**

- (1) On May 18, 2021, the STATE and the CITY entered into an Agreement entitled "State of South Dakota Department of Transportation Alternatives (TA) Agreement." That agreement will be referred to in this Agreement as the "FIRST AGREEMENT." The STATE assigned agreement number 717615 to the FIRST AGREEMENT. The FIRST AGREEMENT expired on December 31, 2024, before the work contemplated under the FIRST AGREEMENT could be completed.
- (2) The parties wish to enter into this Agreement to continue the work approved under the FIRST AGREEMENT and to authorize payment for any costs incurred for the ongoing work under the FIRST AGREEMENT after the FIRST AGREEMENT expired.
- (3) The STATE determined that TA project number P TAPU(33), PCN 08E9, in the city of Sturgis, South Dakota, referred to in this Agreement as the "FIRST PROJECT," is eligible for funding under the Fixing America's Surface Transportation Act (FAST Act) for Transportation Alternatives.
- (4) The CITY previously submitted an application to sponsor the FIRST PROJECT, which the STATE accepted. A copy of the application is made part of this Agreement by reference.



- (5) The FIRST PROJECT'S remaining cost estimate is Four Hundred Seventy Thousand Six Hundred Eighty-Three Dollars and Seventy-Nine Cents (\$470,683.19), as shown in **Exhibit A**, attached hereto and incorporated into this Agreement.

**B. PCN 0AGN:**

- (1) **Application.** The CITY has submitted an application to sponsor a Transportation Alternatives (TA) project designated project number PTAPU(58) PCN 0AGN in the city of Sturgis, South Dakota, referred to in this Agreement as the "SECOND PROJECT." The total estimated cost of design engineering, construction, construction engineering, and any environmental mitigation and non-infrastructure work for the SECOND PROJECT (the "Application Estimate") is One Million Forty-Three Thousand Thirty Dollars and Seventy-Four Cents (\$1,043,030.74), as shown in **Exhibit B**, attached to and incorporated in this Agreement. The location of the SECOND PROJECT is shown on the map which is also included in **Exhibit A**.
- (2) **Federal Funding Award.** The STATE has accepted the application and has determined the SECOND PROJECT is eligible for funding under the federal program. Subject to Federal Highway Administration ("FHWA") approval and unless modified pursuant to Section 5.E. of this Agreement, the amount of federal TA funding awarded for the SECOND PROJECT is a maximum limiting amount of Eight Hundred Thirty-Four Thousand Four Hundred Twenty-Four Dollars and Sixty Cents (\$834,424.60) representing Eighty percent (80.00%) of the estimated design engineering, construction, construction engineering, environmental mitigation and non-infrastructure costs, as shown in **Exhibit B**.
- (3) **CITY Funding.** The CITY will be responsible for all FIRST PROJECT and SECOND costs that are not covered by the federal TA funding issued under this Agreement. The STATE will bill the CITY for its Twenty-Four and Fourteen Hundredths percent (24.14%) share on all federal TA funding payments, 100% of all costs paid by the STATE that exceed the funding limits of this Agreement, and any FIRST PROJECT or SECOND PROJECT costs the STATE deems ineligible for federal funds. Within thirty days of receipt of billings from the STATE, the CITY will reimburse the STATE for all billed costs. Neither the STATE nor FHWA will be responsible for any FIRST PROJECT or SECOND PROJECT costs incurred by the CITY prior to the date of the STATE's written Notice to Proceed; the CITY will be responsible for paying all such costs.
- (4) **PROJECTS Proceeding in Tandem.** The FIRST PROJECT (PCN 08E9) is located within the vicinity of the SECOND PROJECT (PCN 0AGN). In order to continue progress on both projects in an efficient fashion, the agreements for the separate projects have been combined into this Agreement. PCN 0AGN will be considered the project number for both the FIRST and SECOND PROJECTS. The remaining project funds associated with PCN 08E9 are to be transferred to PCN 0AGN for further administration. The total estimated cost of FIRST PROJECT'S remaining and SECOND PROJECT is One Million Five Hundred Thirteen Thousand Seven Hundred Fourteen Dollars and Fifty-Three Cents (\$1,513,714.53). The total amount of federal TA funding awarded for FIRST PROJECT'S remaining and SECOND PROJECT is One Million One Hundred Forty-Eight Thousand Two Hundred Twenty-Nine Dollars and Forty-Eight Cents (\$1,148,229.48).

**4. DESIGN**

- A. **FHWA Authorization for Design.** The STATE will use best efforts to obtain FHWA authorization for design engineering of the FIRST PROJECT and SECOND PROJECT. If FHWA design authorization is received, then the STATE will issue a Notice to Proceed letter for the design of the



FIRST PROJECT and SECOND PROJECT. If FHWA authorization is not received, then federal TA funds will not be expended for design of the FIRST PROJECT and SECOND PROJECT.

- B. **Consultant Services.** After receipt of the Notice to Proceed letter, the CITY will select a consulting firm to design the FIRST PROJECT and SECOND PROJECT and complete any environmental mitigation. The consultant must be on the STATE's consultant retainer list for the road design category of work. The STATE will develop the scope of services for the FIRST PROJECT and SECOND PROJECT design and any environmental mitigation and will issue the work order for the consulting firm selected by the CITY. The STATE will be the contracting party for the consultant's services and will make all progress payments owed to the consultant for the design and environmental mitigation for the FIRST PROJECT and SECOND PROJECT.
- C. **Plans and Specifications Review.** The STATE will provide technical assistance for the FIRST PROJECT and SECOND PROJECT and will review the plans and specifications prepared by the consultant. To ensure the design of the FIRST PROJECT and SECOND PROJECT meets the CITY'S needs, the STATE will obtain the CITY'S concurrence to the design of the PROJECT prior to the STATE'S approval of the FIRST PROJECT and SECOND PROJECT plans and specifications. The STATE will seek and obtain the CITY'S concurrence to any subsequent changes in the FIRST PROJECT and SECOND PROJECT design.

## 5. BID-LETTING

- A. **Estimate Based on Plans.** After the STATE'S approval of the FIRST PROJECT and SECOND PROJECT plans and specifications, the STATE will prepare an estimate of the total cost of design engineering, construction, construction engineering, environmental mitigations and non-infrastructure costs for the FIRST PROJECT and SECOND PROJECT (the "**Engineer's Estimate**").
  - i. If the Engineer's Estimate is more than the Application Estimate, the STATE will not pursue FHWA authorization for construction of the FIRST PROJECT and SECOND PROJECT until either: a) the construction plans and other FIRST PROJECT and SECOND PROJECT work is changed so the revised Engineer's Estimate is equal to or less than the Application Estimate; or b) the CITY agrees in writing to pay one hundred percent (100%) of all FIRST PROJECT and SECOND PROJECT costs incurred in excess of the Application Estimate.
  - ii. If the Engineer's Estimate does not exceed the Application Estimate, the STATE will pursue FHWA authorization for construction of the FIRST PROJECT and SECOND PROJECT.
- B. **FHWA Authorization for Construction.** If FHWA authorization for the FIRST PROJECT and SECOND PROJECT is not received, then federal TA funds will not be expended for construction of the FIRST PROJECT and SECOND PROJECT. If FHWA authorization for construction of the FIRST PROJECT and SECOND PROJECT is received, then the STATE will proceed with advertisement and letting of the construction contract for the FIRST PROJECT and SECOND PROJECT.
- C. **Right-of Way and Utility Adjustments.** The CITY will arrange for all needed right-of-way and utility adjustments and certify that all necessary right-of-way and utility adjustments or agreements are in place prior to the STATE'S advertisement and letting of the FIRST PROJECT and SECOND PROJECT. The CITY may dispose of any real property no longer needed for the FIRST PROJECT and SECOND PROJECT in accordance with South Dakota law.
- D. **Letting and Contract Award.** The STATE will advertise and let the contract for construction of the FIRST PROJECT and SECOND PROJECT.
- E. **Funding Modification Based on As-Bid Costs.** If the lowest responsible and responsive bid for construction of the FIRST PROJECT and SECOND PROJECT ("As-Bid Costs") exceeds the amount estimated for construction costs in the Engineer's Estimate, then Seventy-Five and Eighty-



Six Hundredths percent (75.86%) of the As-Bid Costs actually incurred in excess of that construction estimate will be eligible for TA funding. The STATE agrees to pay the As-Bid Costs, while the CITY agrees to reimburse the STATE, which would represent the CITY's match of the As-Bid Costs.

## 6. CONSTRUCTION

- A. **Contract Award and Execution.** The STATE will award and be the contracting party for the construction of the FIRST PROJECT and SECOND PROJECT. The STATE will make all progress payments for the construction of the FIRST PROJECT and SECOND PROJECT directly to contractors, suppliers, and vendors.
- B. **Construction Engineering.** After execution of the construction contract by the STATE, the STATE will provide construction engineering for the FIRST PROJECT and SECOND PROJECT using either STATE forces or a consultant. Construction engineering, whether performed by STATE forces or a consultant, will be included as a cost eligible for federal TA funding. The CITY will reimburse the STATE for the CITY's share of these costs. As part of its construction engineering, the STATE will make all eligible progress payments to the construction contractor, vendors, and any consultant providing construction engineering.
- C. **Non-infrastructure Items of Work.** If the CITY has identified non-infrastructure items of work in the attached **Exhibit A** the CITY will complete these items of work by December 31, 2027. The CITY will submit invoices to the STATE not more often than monthly or less often than quarterly, for One Hundred percent (100%) of eligible incurred non-infrastructure costs. The CITY will not submit invoices totaling less than One Hundred Dollars (\$100.00) unless the invoice represents the last payment for non-infrastructure items of work. The CITY must submit proper documentation with each invoice for the STATE'S review and approval. The STATE will promptly reimburse the CITY for approved non-infrastructure costs, but in no event will STATE'S reimbursement exceed Seventy-Five and Eighty-Six Hundredths percent (75.86%) of the total eligible non-infrastructure costs incurred by the CITY.

## 7. PROJECT MAINTENANCE

- A. The CITY will perform all management, operation, and maintenance of the FIRST PROJECT and SECOND PROJECT once the FIRST PROJECT and SECOND PROJECT are completed. The required maintenance will include, but not be limited to:
  - i. Debris and litter removal;
  - ii. Maintenance and replacement of sidewalks, curb ramps, and detectable warnings, in accordance with the Americans with Disabilities Act;
  - iii. Maintenance, repair, and replacement of the PROJECT;
  - iv. Snow and ice removal and any necessary hauling of snow that has been removed, all in accordance with the CITY'S policy and practices;
  - v. Sweeping;
  - vi. Mowing where undesirable or noxious vegetation exists; and,
  - vii. Any repair or maintenance of the STATE'S right-of-way related to or necessitated by the installation, repair, and maintenance of the PROJECT.
- B. The CITY will make no operational adjustments to the FIRST PROJECT and SECOND PROJECT without prior written approval from the STATE and FHWA.

## 8. AMENDMENTS

This Agreement may not be amended, except in writing, which writing will be expressly identified as a part of this Agreement and be signed by an authorized representative of each of the parties.



## 9. NOTICES

Any notice or other communication required under this Agreement will be in writing and sent to the STATE at 700 East Broadway, Pierre, SD 57501-2586. Notices will be given by and to Transportation Alternatives Engineer, Office of Project Development on behalf of the STATE, and by and to Kevin Forrester, Mayor, on behalf of the CITY, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties will be deemed to have been delivered when mailed by first class mail, or, if personally delivered, when received by such party; provided, however, that notice of default or termination will be sent by registered or certified mail.

## 10. TERMINATION AND REVOCATION

- A. The STATE may terminate this Agreement at any time with or without cause and with or without notice. If the STATE terminates this Agreement for a default by the CITY, the CITY will reimburse the STATE for all federal TA funds expended for the FIRST PROJECT and SECOND PROJECT.
- B. This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement may be terminated by the STATE. Termination for any of these reasons is not a default by the STATE nor does it give rise to a claim against the STATE.
- C. This Agreement depends upon the continued availability of federally appropriated funds and expenditure authority from Congress for the Transportation Alternative Program. If for any reason Congress fails to appropriate Transportation Alternative Program funds or grant expenditure authority, or Transportation Alternative Program funds become unavailable by operation of law or federal funds reductions, this Agreement may be terminated by the STATE. Termination for any of these reasons is not a default by the STATE nor does it give rise to a claim against the STATE.
- D. The STATE may, at any time, revoke this Agreement and notify the CITY that the CITY must remove or permit the removal of the FIRST PROJECT or SECOND PROJECT from the STATE'S right-of-way, if any, by a date certain. Removal of the FIRST PROJECT or SECOND PROJECT will consist of removing the sidewalk and back-filling the disturbed area to maintain or restore adequate stability. If revocation of this Agreement is due to a proposed change in the highway, the STATE will give the CITY at least ninety (90) days' written notice of the need to remove the FIRST PROJECT or SECOND PROJECT from the STATE'S right-of-way. Upon notification from the STATE that the FIRST PROJECT or SECOND PROJECT must be removed, the CITY will, at the CITY'S sole cost and expense, remove the FIRST PROJECT or SECOND PROJECT from the STATE'S right-of-way no later than the date designated by the STATE. The CITY will not be entitled to any compensation of any kind for removal of the FIRST PROJECT or SECOND PROJECT from the STATE'S right-of-way. If the CITY does not remove the PROJECT by the designated deadline, the STATE may remove and dispose of the FIRST PROJECT or SECOND PROJECT. The parties agree that removal of the FIRST PROJECT or SECOND PROJECT from the STATE'S right-of-way may entail removal of those portions of the FIRST PROJECT or SECOND PROJECT which do not occupy the STATE'S right-of-way.

## 11. SUBCONTRACTING

The CITY may not assign, sublet, or transfer this Agreement or any interest in this Agreement without the STATE'S written permission to do so.

## 12. RECORDS RETENTION AND AUDIT

- A. All FIRST PROJECT and SECOND PROJECT charges will be subject to audit in accordance with the STATE'S current procedures and U.S. Office of Management and Budget (OMB) Circular regulations, found at 2 CFR Part 200. The CFDA Number for these funds is 20.205. Allowable costs will be determined in accordance with 2 CFR Part 200.
- B. The CITY will maintain accurate cost accounting systems for all costs incurred under this Agreement and clearly identified with activities performed under this Agreement.



- C. Upon reasonable notice, the CITY will allow the STATE, through any authorized representative to have access to and the right to examine and copy all records, books, papers, or documents related to services rendered under this Agreement. The CITY will keep these records clearly identified and readily accessible for a period of three (3) years after the date final payment under this Agreement is made and all other pending matters are closed.
- D. If the CITY expends One Million Dollars (\$1,000,000.00) or more in federal funds during any CITY fiscal year covered, in whole or in part, under this Agreement, then the CITY will be subject to the single agency audit requirements of the US Office of Management and Budget (OMB) Circular regulations, found at 2 CFR Part 200. If the CITY expends less than One Million Dollars (\$1,000,000.00) during any CITY fiscal year, the STATE may perform a more limited program or performance audit related to the completion of Agreement objectives, the eligibility of services or costs and adherence to Agreement provisions.

### 13. INDEMNIFICATION AND RISK OF LOSS

- A. The CITY will be solely responsible for any damages to the FIRST PROJECT and SECOND PROJECT during and after construction, including, but not limited to, damages as a result of traffic accident impact and vandalism. The CITY will hold the STATE, its employees, officers, agents, and contractors, harmless for any damage to the FIRST PROJECT and SECOND PROJECT, including any portion of the PROJECT which does not occupy the right-of-way, and for any damage to the CITY'S property. The CITY will assume all risk of loss or damage to the PROJECT, inclusive of free or unused materials, supplies, and equipment, however caused, resulting directly or indirectly, by reasons of the construction, repair, replacement, maintenance, removal, or use of the FIRST PROJECT and SECOND PROJECT, and releases the STATE from any and all liability on account of such loss or damage, whether or not the negligence of the STATE contributed to this loss or damage in whole or in part.
- B. The CITY will indemnify and defend the STATE, its officers, agents, and employees against any and all actions, suits, damages, liability, or other proceedings that arise as a result of any act or omission of the CITY or the CITY'S officers, agents, or employee. The CITY is not required to be responsible for nor to defend against claims or damages arising solely from errors or omissions of the STATE, its officers, agents, or employees.
- C. The CITY will limit the use of the FIRST PROJECT and SECOND PROJECT to use by the general public, and for no other purpose.

### 14. LOBBYING

- A. The CITY certifies, to the best of the CITY'S knowledge and belief, that no federal appropriated funds have been paid or will be paid, by or on behalf of the CITY, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative Agreement. If any funds other than federal appropriated funds have been paid or will be paid to any of the above-mentioned parties, the CITY will complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- B. The CITY will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontract, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients will certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.



## 15. NONDISCRIMINATION

- A. The CITY will be bound by **Exhibit C**, entitled, "Standard Title VI/Nondiscrimination Assurances Appendix A & E," attached to and made a part of this Agreement by reference.
- B. The CITY will provide services in compliance with the Americans with Disabilities Act of 1990 and any amendments.

## 16. CONFLICT OF INTEREST

The CITY warrants that the CITY has not employed or retained any company or person, other than a bona fide employee working solely for the CITY, to solicit or secure this Agreement, and that the CITY has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CITY, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the STATE will have the right to terminate this Agreement without liability, or, in the CITY'S discretion to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

## 17. REPORTING

- A. The CITY will report to the STATE any event encountered in the course of performance of this Agreement which results in injury to any person or property, or which may otherwise subject the CITY, the STATE, or the STATE'S officers, agents, or employees to liability. The CITY will report any such event to the STATE immediately upon discovery.
- B. The CITY'S obligation under this section will only be to report the occurrence of any event to the STATE and to make any other report provided for by their duty or applicable law. The CITY'S obligation to report will not require disclosure of any information subject to privilege or confidentiality under law (such as attorney-client communications). Reporting to the STATE under this section will not excuse or satisfy any obligation of the CITY to report any event to law enforcement or other entities under the requirements of any applicable law.

## 18. COMPLIANCE PROVISION

The CITY will comply with all federal, state, and local laws, together with all ordinances and regulations applicable to the work and will be solely responsible for obtaining current information on such requirements. The CITY will procure all licenses, permits, or other rights necessary for the fulfillment of their obligations under this Agreement. The CITY'S noncompliance with these requirements will be cause for the STATE to withhold participation and reimbursement.

## 19. CONTROLLING LAW PROVISION

- A. This Agreement will be governed by and construed in accordance with the laws of the State of South Dakota. The venue for any lawsuit pertaining to or affecting this Agreement will be in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
- B. Any dispute between the parties concerning this Agreement will be referred to the Secretary of the South Dakota Department of Transportation or duly authorized representative for determination, whose decision in the matter will be final and conclusive on the parties to this Agreement.

## 20. DEBARMENT

The CITY certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

## 21. SEVERABILITY



## **PROFESSIONAL SERVICES AGREEMENT**

### **Lions Club Pond Shoreline Improvement Project**

This Professional Services Agreement (hereinafter "Agreement") is made by and between the City of Sturgis, a municipal corporation organized under the laws of the State of South Dakota, 1040 Harley-Davidson Way, Sturgis, SD 57785 (hereinafter "City") and Dakota Prairie Landscapes, LLC, 16768 Hwy 1416, New Underwood, SD 57761 (hereinafter "Contractor").

**1. Term.** This Agreement shall become effective upon execution by both parties and shall remain in effect until completion of the Lions Club Pond Shoreline Improvement Project unless terminated as provided in Paragraph 10.

**2. Contractor Services.** Contractor will provide professional services, materials, supplies, equipment, mobilization, project coordination, and related work necessary to complete shoreline fishing access improvements at Lions Club Pond. Services may include:

- a. Placement of decorative rock, large boulders, and concrete blocks;
- b. Construction of shoreline fishing access areas, rock piers, and shoreline stabilization features;
- c. Erosion control, grading, seeding, and hydromulching;
- d. Site mobilization and staging activities; and
- e. Other work reasonably necessary to complete the project consistent with the plans, drawings, and proposal as attached.

**3. Standard of Care.** Contractor will perform services in a professional and workmanlike manner consistent with the skill and care used by similar contractors performing comparable work in South Dakota.

**4. City Responsibilities.** City will:

- a. Provide reasonable access to the project site;
- b. Coordinate project oversight through the Public Works Director or designee;
- c. Assist with project coordination related to the Joint Powers Agreement with the South Dakota Department of Game, Fish and Parks; and
- d. Provide available staging areas identified for the Project.

**5. Compensation.** City will reimburse Contractor for project materials, supplies, equipment usage, mobilization, erosion control materials, rock, concrete blocks, hydromulch, and related project expenses in an amount not to exceed Fifty-One Thousand Four Hundred Eighty-Four Dollars and Eighty-Eight Cents (\$51,484.88), unless otherwise approved in writing by the City.

The parties expressly acknowledge and agree that Contractor remains solely responsible for all laborers, subcontractors, payroll, workers compensation, and employment compliance. No labor charges, hourly fees, payroll expenses, overhead labor markups, or contractor labor reimbursement shall be invoiced to or paid by the City under this Agreement.

Contractor shall submit itemized invoices for eligible project expenses, and the City shall process payment in accordance with its normal claims and payment procedures.

**6. No Benefits.** Contractor is not eligible for any City employee benefits, including retirement, health insurance, paid leave, or other employee-related benefits.

**7. Independent Contractor; Insurance.** Contractor is an independent contractor and is not an employee, agent, partner, or joint venturer of City. Contractor is solely responsible for all applicable taxes and employment obligations. Contractor shall maintain commercially reasonable insurance coverage required by law, including general liability and automobile insurance where applicable.

**8. Compliance with Laws.** Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, safety requirements, permits, and environmental standards applicable to the work performed under this Agreement.

**9. Work Product and Project Ownership.** All improvements constructed under this Agreement shall become the property of the City upon completion and payment. Contractor may retain copies of project materials for its records.

**10. Termination.** Either Party may terminate this Agreement with or without cause by giving seven (7) days written notice. Upon termination, City will pay Contractor for eligible project expenses incurred through the effective date of termination.

**11. Governing Law; Venue.** This Agreement is governed by the laws of the State of South Dakota. Any legal action arising out of or related to this Agreement must be filed in a court of competent jurisdiction in Meade County, South Dakota. Nothing herein waives any governmental or sovereign immunity or liability limitation available to City under South Dakota law.

**12. Assignment.** Contractor may not assign this Agreement or subcontract services without City's written consent.

**13. Entire Agreement; Amendments.** This Agreement is the entire agreement between the Parties regarding these services and supersedes any prior understandings. Any amendment must be in writing and signed by both Parties after any approvals required by law or City ordinance.

**14. Severability.** If any provision is held invalid, the remaining provisions remain in full force.

CITY OF STURGIS

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Aaron Jordan, City Administrator

ATTEST:

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Ann Bertolotto, Finance Officer

DAKOTA PRAIRIE LANDSCAPES, LLC

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Sherri Steffen

# City Council STAFF REPORT



**Meeting Date:** City Council - May 18 2026

**Agenda Item:** Consider Resolution 2026-23 Approving an Agreement with the Black Hills Area Community Foundation Establishing the Sturgis Animal Shelter Fund

**Prepared By:** Aaron Jordan, City Administrator

## BACKGROUND INFORMATION:

The City has an opportunity to enter into an agreement with the Black Hills Area Community Foundation establishing the Sturgis Animal Shelter Fund. The fund would provide a charitable giving mechanism for individuals and organizations wishing to support animal shelter and animal welfare purposes.

## DISCUSSION:

Resolution 2026-23 approves the agreement and authorizes execution on behalf of the City. The Resolution also establishes the City's internal policy for distributions received from the Foundation.

Under the policy, any distributions to the City must be remitted to the Finance Office, treated as public funds upon receipt, separately tracked to the extent practical, and expended only through the City's ordinary budget, appropriation, claims, and financial procedures. Expenditures must be consistent with the agreement, the Foundation's approved distribution, and the public purpose for which the funds were distributed.

This structure supports charitable giving for the animal shelter while preserving City Council oversight and ensuring transparent accounting and use of funds.

## CODE REFERENCES:

n/a

## BUDGET IMPACT:

No immediate expenditure is required by approval of the agreement. Any future distributions received by the City will be handled through the City's ordinary budget and financial procedures.

## RECOMMENDATION:

Approve Resolution 2026-23

## ATTACHMENTS:

[Sturgis BHACF DAF Agreement Resolution 2026-23 - 5-18-26-1](#)  
[Sturgis Animal Shelter DAF Agreement - 5-18-26](#)

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - May 15 2026

## **RESOLUTION NO. 2026-23**

### **A RESOLUTION APPROVING AN AGREEMENT WITH THE BLACK HILLS AREA COMMUNITY FOUNDATION ESTABLISHING THE STURGIS ANIMAL SHELTER FUND AND ESTABLISHING POLICY FOR DISTRIBUTIONS TO THE CITY**

**WHEREAS**, the City of Sturgis provides animal shelter and animal welfare services for the benefit of the public; and

**WHEREAS**, individuals and organizations may wish to make charitable donations to support specific municipal purposes, including animal shelter and animal welfare purposes; and

**WHEREAS**, the City Council desires to encourage such charitable giving while ensuring that funds distributed to the City are used for their intended public purpose and are properly received, tracked, appropriated, and expended under municipal financial procedures; and

**WHEREAS**, municipal budget and accounting requirements can make it administratively difficult to preserve and track funds distributed for a particular public purpose over multiple fiscal years without a clear policy for receipt, accounting, appropriation, and expenditure; and

**WHEREAS**, the Black Hills Area Community Foundation administers charitable funds and may receive, hold, and distribute charitable contributions for public and charitable purposes; and

**WHEREAS**, the City has the opportunity to enter into an agreement with the Black Hills Area Community Foundation establishing the Sturgis Animal Shelter Fund; and

**WHEREAS**, the City Council finds that approval of the agreement and adoption of this policy will support charitable giving, preserve Council oversight, and promote transparent use of any funds distributed to the City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Sturgis, South Dakota, as follows:

#### **Section 1. Approval of Agreement.**

The City Council hereby approves the agreement with the Black Hills Area Community Foundation establishing the Sturgis Animal Shelter Fund, in substantially the form presented to the City Council. The Director of Public Safety is authorized to execute the agreement and any related documents necessary to implement the agreement, together with any nonmaterial revisions consistent with this Resolution.

## **Section 2. Purpose and Council Authority.**

The purpose of the Sturgis Animal Shelter Fund is to support animal shelter, animal welfare, facility, equipment, program, operational, or capital needs consistent with the agreement and lawful municipal purposes. Nothing in the agreement or this Resolution delegates the City Council's authority over municipal policy, budgeting, appropriations, claims, purchasing, contracting, or City operations.

## **Section 3. Receipt and Accounting of Distributions.**

All distributions from the Black Hills Area Community Foundation to the City shall be remitted to the City Finance Office. Upon receipt by the City, such distributions shall be treated as public funds and shall be deposited, accounted for, appropriated, and expended in accordance with South Dakota law and the City's ordinary financial procedures. To the extent practical, the Finance Office shall separately track distributions received from the Foundation so that receipts, expenditures, and remaining balances may be identified.

## **Section 4. Appropriation and Expenditure.**

No distribution received from the Foundation shall be expended unless the expenditure is included in the City's adopted budget or is otherwise authorized by lawful budget supplement, transfer of appropriation, claims approval, or other required Council action. All expenditures shall be for purposes consistent with the applicable agreement, the Foundation's approved distribution, and the public purpose for which the funds were distributed.

## **Section 5. Reporting.**

The Finance Office shall maintain records sufficient to identify distributions received from the Foundation, expenditures made from those distributions, and any remaining tracked balance. The Finance Office shall provide periodic reporting to the City Council regarding such receipts, expenditures, and balances, which may be included in regular budget, claims, audit, or financial reporting.

*[separate signature page follows]*

Adopted by action of the Sturgis Common Council on the 18th day of May, 2026.

**CITY OF STURGIS**

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Tony Dargatz, Mayor Pro Tempore

(Seal)

ATTEST:

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Ann Bertolotto, Finance Officer



## **STURGIS ANIMAL SHELTER FUND DONOR ADVISED FUND AGREEMENT**

For more information, contact the Black Hills Area Community Foundation at 605.718.0112.

This agreement ("Agreement") is made between the City of Sturgis ("Donor(s)"), and the Black Hills Area Community Foundation (the "Foundation"), a South Dakota nonprofit corporation and charitable organization described in sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code, with principal offices at 243 Founders Park Drive, 102, Rapid City, South Dakota. The parties agree as follows:

### **Establishment of Fund.**

Donor(s) hereby irrevocably give assets to Foundation. The Donor(s) understand that this is an irrevocable gift, which will be used to establish and maintain a charitable fund of the Foundation, subject to the Foundation's governing documents and bylaws, as may be amended from time to time. This charitable fund (the "Donor Advised Fund" or "DAF") will be known as the Sturgis Animal Shelter Fund and will be identified as such in the course of its administration and distribution, unless the Donor(s) request otherwise. The Fund shall be the property of the Foundation held by it in its corporate capacity and shall not be deemed a trust fund held by the Foundation in a trustee capacity. The Foundation may also receive additional contributions of cash and/or marketable securities from the Donor(s) or other individuals or businesses as well as distributions of cash and/or marketable securities from trusts, wills, private foundations or other donor advised funds to either initially fund or add to this Donor Advised Fund.

### **Administration.**

The Donor Advised Fund will be effective upon the acceptance of this agreement by the Foundation. The DAF will be administered in accordance with the normal and customary policies for donor advised funds of the Foundation (available upon request).

### **Variance Power.**

All funds established at the Foundation are subject to the Foundation's "variance power," as set forth in Article IV, Section 3 of its By-Laws. The variance power gives the Foundation the authority to modify or eliminate any restriction, condition, limitation or trust imposed with respect to any funds or property the title to which has become vested in this corporation if, in the sole judgment of the Board of Directors, such restriction, condition, limitation or trust becomes unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the community or area served.

### **Advisors.**

The following individuals may serve as Advisors to the Donor Advised Fund. If there are no Advisors identified, the Donor will serve as the Advisor to the DAF.

- i. City Finance Director, Ann Bertolotto
- ii. City Deputy Finance Director, Robin Korth
- iii. City Director of Public Safety, Goedy VanDewater

Upon the death, incapacity, or other disqualification of the last of the Advisors named above, the following individual(s) may serve as successor Advisor(s) to the DAF. Successor advisors must be living at the time they are named.

iv. N/A

The Foundation retains the right to terminate successor advisement if the successor advisor(s) is incapable or unwilling to fulfill the responsibilities of advisement. When no successor advisors are available, the Board of Directors of BHACF will serve in this capacity. At such time, the Board may direct that all remaining assets shall become a separate named fund within the Foundation's general unrestricted endowment fund.

#### **Termination of Advisement.**

Upon termination of advisement by Donors or Donors' successor advisor(s), the Fund shall become a separate named fund within the Foundation's general unrestricted charitable endowment.

#### **Distributions.**

The Foundation welcomes recommendations from Advisors about distributions from the income and principal of the Donor Advised Fund.

a. All recommendations are advisory in nature. The Foundation will independently determine whether recommendations it receives are consistent with the Foundation's charitable purposes. The Foundation may accept or reject recommendations. The Foundation is not required to wait for recommendations before making distributions from the Donor Advised Fund.

b. Distributions from funds established at the Foundation will be made only if they are consistent with the Foundation's charitable purposes and satisfy community needs identified by the Foundation as deserving of its support. Fund distributions will not be made for memberships, pledges, sponsorships, tickets, or for any purpose that would otherwise provide a benefit to the advisor, donor, certain family members or other related parties. It is the Foundation's policy that distributions may not be made to individuals (other than from Scholarship, Award or Special Project funds) or to organizations that are not qualified charities pursuant to Internal Revenue Service rules and guidance. Distributions will not be made for political activities.

#### **Fees.**

The Foundation will assess administrative and investment management fees against the Donor Advised Fund in accordance with the Foundation's published fee schedule, as amended from time to time. The Foundation may also assess the fund to cover any unusual expenses incurred in connection with the contributed assets, including the cost of disposing of them, and in the administration of the Fund.

#### **Investment of Assets.**

Control over the investment or reinvestment of such property and the asset management of the Fund will be exercised exclusively by the Foundation.

#### **Reporting.**

Donors, or if donors are not living the donors' successor advisor, will receive periodic statements of the Fund's fiscal activity, income, and distributions.

#### **Foundation.**

If the Foundation ceases to be a charitable organization, or if the Foundation proposes to dissolve, the assets of the Fund shall, after payment or making provision for payment of any fees properly assessed to the Fund, be distributed

in such manner and to such organization or organizations in South Dakota as satisfy the requirements of a qualified charitable organization, and serve purposes as similar as possible to those set forth in this agreement.

**Solicitation Policy.**

Any solicitation materials for contributions to a fund must be approved by the Foundation prior to use. All contributions should be payable to the Black Hills Area Community Foundation and are subject to the Foundation's variance power.

**Inactive Funds.**

In order to carry out its policy of consistently distributing charitable dollars to the community, the Foundation will review periodically the grantmaking activity and balance of every advised and affinity fund. If a fund has failed to make distributions over a two-year period or maintain the recommended minimum fund balance, the Foundation may contact the advisor(s) to discuss this situation. At that time, the advisor(s) may be given the following options:

- Bring the fund balance up to the recommended minimum through an additional contribution.
- Recommend that the balance of the fund be granted to one or more qualified Section 501(c)(3) public charities of their choice.
- Recommend that the balance of the fund be used to support the Foundation's competitive grant program, where funds will be distributed by the Foundation to meet the most pressing needs of the community. The advisor may also indicate a specific area of interest to support.
- Provide a recommendation for funding a specific charitable project that requires an accumulation of resources for more than a two-year period.

**Indemnification.**

Donors shall indemnify, hold harmless, and defend the Foundation, its officers, directors/trustees and employees ("indemnitees") against any claims, liabilities, or loss or expense, including without limitation attorneys fees and court costs, which arise as a result of the participation of said indemnitees in the administration of the Fund.

**Binding Effect.**

This Agreement is binding on, and the benefits inure to the parties, their successors and assigns, is specifically enforceable, constitutes the entire agreement of the parties, is governed by and construed under the laws of the State of South Dakota. In the event any paragraph within this Agreement is deemed unenforceable, it shall not destroy the remaining provisions of the Agreement. All other provisions of this Agreement shall continue to bind all parties herein.

## ACKNOWLEDGEMENT AND SIGNATURE

*Donor(s) understands the irrevocable nature of all gifts to the fund, and the restrictions required by the IRS with respect to continued donor control over this fund. Donor(s) have been encouraged to consult with independent counsel or tax advisor regarding the legal requirement and tax implications associated with establishing the fund at the Black Hills Area Community Foundation. \_\_\_\_\_ (Initial here)*

I acknowledge that I have read the Foundation's Fund Agreement and agree to the terms and conditions set forth therein. I hereby certify that, to the best of my knowledge, all information presented on this form is accurate and truthful and that I will notify the Foundation promptly of any changes to the information contained herein.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2026

### DONORS:

### BLACK HILLS AREA COMMUNITY FOUNDATION:

\_\_\_\_\_  
Goedy VanDewater, Director of Public Safety

\_\_\_\_\_  
Chris Huber, President & CEO

(Seal)

### ATTEST:

\_\_\_\_\_  
Ann Bertolotto, Finance Officer