



City Council Meeting  
AGENDA

**DATE:** Monday, March 2, 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 - 7      6.1. Surplus Equipment Auction Results- Purple Wave Auction  
[Agenda Item Report - Pdf](#)

**7. MAYOR'S REPORT**

8            7.1. Payroll - Jacob Palmer (Custodian) Full-time, non-exempt, eligible for benefits) \$18.78

[Payroll Item - Pdf](#)

- 9 7.2. Payroll - Brody Royer (Referee) (Seasonal) (Recreation) - \$30.00 per game

[Payroll Report - Pdf](#)

- 10 7.3. Payroll - Frazier-Riggs, Sierra (Library - Change in wage \$21.93 new wage \$25.26

[Payroll Report - Pdf](#)

- 11 7.4. Payroll - Drey Reihe (EMT Advanced - Change in wage \$22.71) new wage \$23.97

[Payroll Report - Pdf](#)

- 12 7.5. Correction to Resolution 2026-1 Salaries & Wages for 2026 payroll for wages for B. Kool, T. Jensen, and C. Roselles.

Motion to approve

[Agenda Item Report - Pdf](#)

**8. CONSIDER CONSENT AGENDA**

- 13 - 19 8.1. Consideration to approve minutes from the February 17, 2026 City Council meeting

[Minutes 02172026](#)

- 20 - 23 8.2. Consideration to approve a SEL for the Knuckle Saloon on March 21, 2026 for Ducks Unlimited at the Sturgis Armory.

[Agenda Item Report - Pdf](#)

- 24 - 28 8.3. Consideration to approve a SEL for the Loud American Sturgis for the Northern Hills FCU Annual Meeting at the Sturgis Armory on March 26, 2026.

[Agenda Item Report - Pdf](#)

- 29 - 33 8.4. Consideration to approve a SEL for the Loud American Sturgis at the Sturgis Armory on April 25, 2026.

[Agenda Item Report - Pdf](#)

- 34 - 39 8.5. Consideration to approve request for the annual Sturgis Chamber Parade of Lights temporary road closures for December 4, 2026.

[Agenda Item Report - Pdf](#)

- 40 - 45 8.6. Consideration to approve the 2026 Sturgis Tree Lighting Ceremony @ Harley-Davidson Rally Point and Open Container request.

[Agenda Item Report - Pdf](#)

- 46 - 52      8.7.    Consideration to Approve Resolution 2026-06 for the 2025 Sturgis Area Chamber Battle of the Bands Pre-Party  
[Agenda Item Report - Pdf](#)
- 53 - 61      8.8.    Consideration to Approve Resolution 2026-07 for the 2026 Sturgis Area Chamber Art Festival & Battle of the Bands  
[Agenda Item Report - Pdf](#)
- 62 - 69      8.9.    Consideration to approve Resolution # 2026-08 for the Street Closure and Lifting of Open Container Ban during the 2026 Sturgis Fall Festival on October 10, 2026.  
[Street Closure for Fall Festival - Pdf](#)
- 70 - 79      8.10.   Consideration to approve Resolution 2026-09 for the 2026 Music on Main - Street Closure and Lifting of Open Container Ban.  
[Agenda Item Report - Pdf](#)  
[MoM Street Closure Map](#)
- 8.11.    Consideration to set a public hearing on March 16, 2026 for Resolution 2026-10: Resolution of Intent to Enter into a Hayfield Lease Agreement.

**9. APPROVAL OF THE CLAIMS**

- 80 - 90      9.1.    [Council Bills 03022026](#)  
[Salary Sheet 02272026](#)

**10. TABLED ITEM**

- 91 - 106    10.1.   Consideration of Proposed Residential Camping Ordinance forwarded by Ordinance Advisory Committee  
[Agenda Item Report - Pdf](#)

**11. REPORTS**

- 107 - 121   11.1.   Memorandum on the City of Sturgis Rally Sponsorship Program: Legal Posture, Transparency Framework, and Threshold Structural Options  
[Agenda Item Report - Pdf](#)
- 122 - 131   11.2.   Authorization to Sign and Submit Federal Aviation Administration (FAA) FY 2026 Grant Preapplications  
[Agenda Item Report - Pdf](#)
- 132 - 154   11.3.   Consideration to select a vendor for Municipal Solid Waste collection and authorize staff to proceed with contract negotiations  
[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 - Mar 02 2026

**Agenda Item:** Surplus Equipment Auction Results- Purple Wave Auction

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

### **BACKGROUND INFORMATION:**

The City of Sturgis conducted an online surplus equipment auction utilizing Purple Wave Auction services. The purpose of the auction was to dispose of surplus vehicles, equipment, and miscellaneous items that were no longer needed for municipal operations. The online auction format allows competitive national bidding, expanded market reach, and transparent sale results.

### **Auction Summary**

- Total Items: 39 (Photo Opportunity Cutouts- Did not Sale).
- Total Items Sold: 38
- Total Sales (Hammer Price): \$162,675.00
- Total Bids Placed: 918
- Total Registered Bidders: 176
- Total Buyers: 24
- Average Bids per Item: 24.2
- First-Time Customers: 39
- Farthest Bid Distance: 1,521 miles
- Average Bid Distance: 349 miles

The auction generated strong competitive interest, averaging more than 24 bids per item, demonstrating effective market exposure and competitive pricing.

Bidders Participated From 21 States including:

Arizona, California, Colorado, Florida, Illinois, Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, New Mexico, New York, North Dakota, Oklahoma, South Dakota, Tennessee, Texas, Utah, Wisconsin, and Wyoming.

### **DISCUSSION:**

The wide geographic distribution of bidders highlights the advantage of using an online auction platform, significantly expanding participation beyond the local and regional market. While bidders came from across the country, final buyers remained primarily within the Midwest and surrounding region.

The results indicate:

- Strong competitive bidding activity.
- Significant regional and national exposure.
- Successful conversion of surplus assets into revenue.

- Efficient liquidation of surplus equipment with minimal staff time required compared to traditional sealed bid or local auction formats.
- Increased participation from first-time buyers, suggesting continued growth in the City's auction reach.

The average bid distance of 349 miles and maximum of 1,521 miles demonstrates that the online platform successfully attracted out-of-state interest, likely increasing overall sale values.

The auction generated **\$162,675.00 in gross proceeds** from surplus assets. Final net revenue will reflect any applicable auction fees per contract with Purple Wave.

Proceeds will be allocated in accordance with City policy and applicable budget designations.

#### **ATTACHMENTS:**

[2026 Purple Wave Auction](#)

#### **Approved By:**

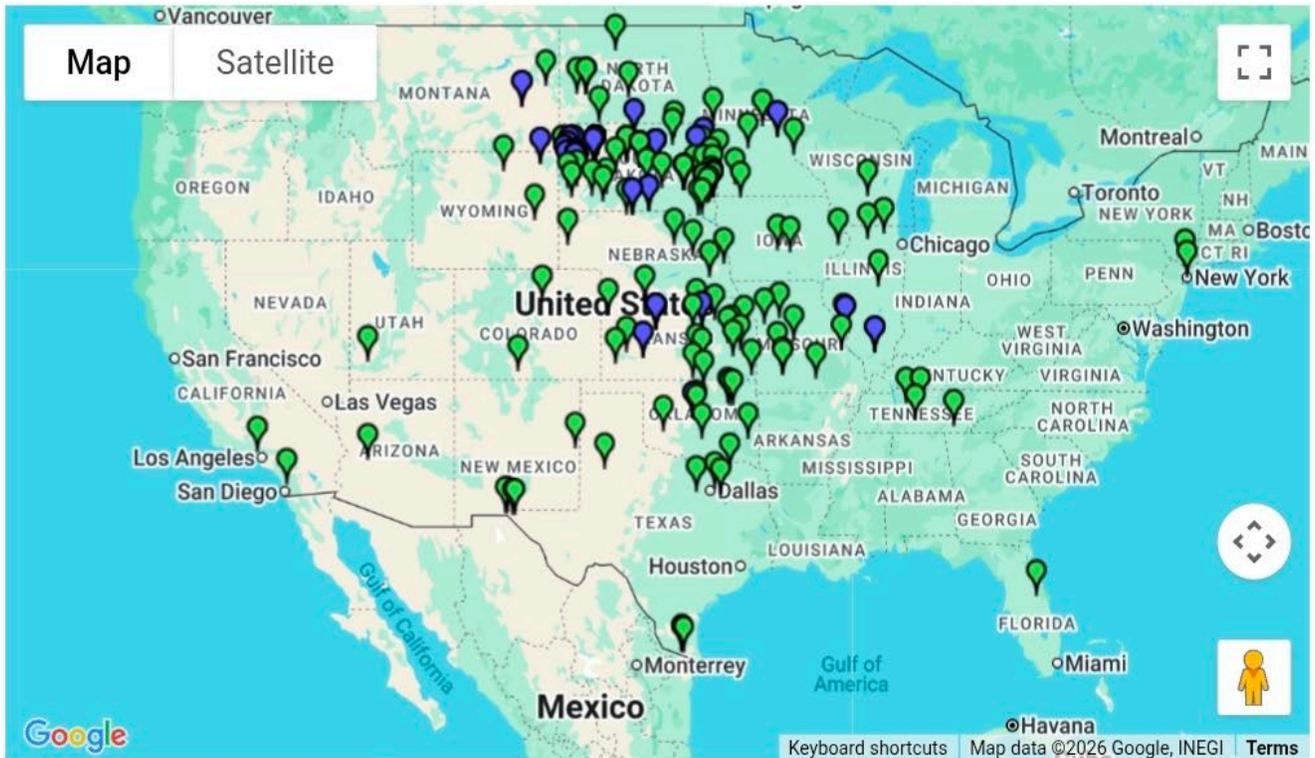
Rick Bush, Director of Public Works

#### **Status:**

Approved - Feb 23 2026

**For seller**

- 545856 Rick Bush with City of Sturgis



**Stats**

Items	38
Hammer	\$162,675.00
Bids	918
Bidders	176
Buyers	24
Locations	1
Sellers	1
First Time Customers	39
Bids per Item	24.2
Farthest Distance	1,521 miles
Average Bid Distance	349 miles

**States**

**Items in 1 state**

- South Dakota

**Bidders in 21 states**

- Arizona
- California
- Colorado
- Florida
- Illinois
- Iowa
- Kansas
- Minnesota
- Missouri
- Montana
- Nebraska
- New Mexico
- New York
- North Dakota
- Oklahoma
- South Dakota
- Tennessee
- Texas
- Utah
- Wisconsin
- Wyoming

**Buyers in 9 states**

- Illinois
- Kansas
- Minnesota
- Missouri
- Montana
- Nebraska
- Oklahoma
- South Dakota
- Wyoming

City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Payroll - Jacob Palmer (Custodian) Full-time, non-exempt, eligible for benefits)  
\$18.78

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

**BACKGROUND INFORMATION:**

Public works employees 3 custodians for custodial and janitorial tasks at the Community Center, Armory, Public Works, City Hall and Library.

**DISCUSSION:**

This position approved by City Council on February 17, 2026. The City previously employed 3 Custodians in 2025 but decreased to 2 employees. This is a full-time, non-exempt position, eligible for benefits.

Mr. Palmer is a new hire employee.

**BUDGET IMPACT:**

This position was approved by City Council on February 17, 2026.

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - Feb 26 2026

City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Payroll - Brody Royer (Referee) (Seasonal) (Recreation) - \$30.00 per game

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

**BACKGROUND INFORMATION:**

Referees officiate the games, explaining and enforcing rules, assessing penalties, signaling the start and end of games, stopping play for reviews as needed. They inspect equipment and fields before the start of the game. They are also responsible for the safety of the players. They have the authority to discipline spectators for unruly behavior.

Referees are hired onto a call list and ref based on availability. They are only paid for those games they work.

Referees are paid more for a 3-6th recreation league games (\$30) as there is more parent / spectator involvement for the older age divisions.

**BUDGET IMPACT:**

None. Referee wages are included as part of the Recreation budget.

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - Feb 26 2026

City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Payroll - Frazier-Riggs, Sierra (Library - Change in wage \$21.93 new wage \$25.26

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

**BACKGROUND INFORMATION:**

Sierra Frazier-Riggs was selected for promotion to the Assistant Library Director position, with an effective date of March 9, 2026. Her salary will increase from \$21.93 to \$25.26 per hour.

**DISCUSSION:**

Internal applicant was selected for this position.

**BUDGET IMPACT:**

None. This is a backfill position. Donia Sichler is leaving the position as of March 6, 2026.

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - Feb 26 2026

City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Payroll - Drey Reihe (EMT Advanced - Change in wage \$22.71) new wage \$23.97

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

**BACKGROUND INFORMATION:**

Reihe earned his Advanced EMT certification on January 9, 2026. His salary will be increased to \$23.97

**DISCUSSION:**

**BUDGET IMPACT:**

None.

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - Feb 27 2026

City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Correction to Resolution 2026-1 Salaries & Wages for 2026 payroll for wages for B. Kool, T. Jensen, and C. Roselles.

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

**BACKGROUND INFORMATION:**

State Law requires that salaries & wages of all City officials and employees be set by resolution of the Common Council each year. Resolution 2026-1 sets the wages and salaries for all employees. This correction addresses incorrect information for three hourly employees: 1 Full time Ambulance Paramedic and two Part-time Community Center Front desk employees.

**DISCUSSION:**

Incorrect wages were approved by City Council for Bryson Kool, Teresa Jensen, and Cami Roselles. Correct wage for Bryson Kool is \$31.69. Correct wages for Teresa Jensen and Cami Roselles are \$15.39

**BUDGET IMPACT:**

Minimal. Supervisors for the affected employees are aware of the updated wages.

**RECOMMENDATION:**

Motion to approve

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - Feb 27 2026

**MINUTES**  
City Council Meeting  
City of Sturgis, South Dakota

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**Tuesday, February 17, 2026**

**6:30 PM**

**Council Chambers**

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**PRESENT:** Kevin Forrester, Tony Dargatz, Jesse Blakeman, Jim Thompson, Nick Jones, Ruth Nichols, Alex Usera, Mark Chaplin, and Terry Jensen,

**STAFF**

**PRESENT:** City Administrator, Aaron Jordan, Director of Public Works, Rick Bush, City Attorney, Eric Davis, Assistant Chief of Police, Brian Paulsen, and Deputy Finance Officer, Robin Korth

**ABSENT:** None

**Call to Order Regular Meeting of the City Council**

Mayor Forrester calls meeting to order at 6:30 p.m.

**Pledge of Allegiance/PRAYER**

Caleb Ross offers prayer.

**Approval of the Agenda**

Usera moved, Dargatz seconded, and all voted to approve the agenda.

**Announcements and Praise**

Councilman Thompson makes announcements on city matters and upcoming community events.

**Non-Agenda matters that may come before the Council**

Bonnie Alberts reports that people using the city's recycling lot need to pick up after themselves. She also reminds residents that they must show a current water bill to be allowed to use the city's rubble site.

Beth Ann Bartlett thanks Sturgis Police Chief Geody VanDewater for participating in the annual Polar Plunge.

**DEPARTMENT UPDATES**

- **January 2026 Sales Tax Report**  
City Administrator Jordan reports on General Sales and Special Sales Tax (BBB) for January.
- **January 2026 Monthly Execution Report**  
Deputy Finance Officer Korth reports on monthly execution report.

**MAYOR'S REPORT**

- **Payroll**

Andrew Klunder (EMT Part-time) (Ambulance) - Orientation wage \$19.00/hr after orientation is completed it would raise by 1/2 the Sturgis Pay Scale for grade 15 step 1 for 2026 (\$20.80/hr).

- **Demolition Permits**

Public Works Director Bush reports on process, safety, and compliance requirements for demolition permits in the City of Sturgis

### Consider Consent Agenda

- Approve minutes from Feb. 2, 2026, City Council meeting.
- Approve wages for election workers and election superintendent
- Set the Planning & Zoning Commission public hearing on the MH-1 Phase 1 text amendment for the Commission's March 3, 2026, meeting.

Usera moved, Jones seconded, and all voted to approve the consent agenda

### Approval of the claims

Vendor Name	Description	Net Invoice Amount
A & B WELDING CO	SUPP & MAT	50.83
A & J SCREENING	STAFF UNIFORMS	652
A & J SURPLUS	REP & MAINT	38.13
A TO Z SHREDDING	SHREDDING	2.67
ADMIRAL BEVERAGE CORP	LIQUOR	11241.85
ALSCO	MATS & TOWELS AT PW	462.91
AMERICAN LEGAL PUBLISHING	WEB HOSTING JAN 2026	595
BARNETTE, FRED & KATARINA	WATER REFUND	14.67
BEAR BUTTE VALLEY WATER	UTIL JAN 2026	113.55
BEDFORD, TUCKER	UNIF ALLOW	460.9
BH & BADLANDS TOURISM ASSN	SUBS RENEWAL	3325
BLACK HILLS CHEMICAL	SUPP & MAT	2546.62
BLACK HILLS ENERGY	UTIL JAN 2026	53374.18
BLACK HILLS PIONEER	PUBL & SUBS RENEWAL	1338.54
BLACK HILLS SNACKS	LIQUOR	281.08
BLUE PEAK	UTIL JAN 2026	5893.72
BORDER STATES ELECTRIC	PROF FEES	183.5
BOVIS, TIA	WATER REFUND	34.03
BUBBLES	CAR WASHES	134.23
BUNTAIN, JOSHUA	UNIF ALLOW	56.58
BUTTE ELECTRIC	UTIL JAN 2026	3605.2
CASELLE	MONTH MAINT FEE MAR 2026	2251
CASH-WA DISTRIBUTING	LIQUOR	697.8
CASK & CORK	LIQUOR	2969.65
CBHCOOPERATIVE#112407	FUEL	8095.78
CBH COOPERATIVE - #865928	FUEL	307.66

CBH COOPERATIVE #119343	FUEL	1988.47
CBH COOPERATIVE #912448	FUEL	1158.87
CBH COOPERATIVE #920771	FUEL	2744.97
CENGAGE LEARNING/ GALE	BOOKS	237.25
CENTRAL STATES SANITATION	SANITATION UNITS	1050
CENTURY BUSINESS PRODUCTS	SUPP & MAT	122.43
CENTURY LINK	UTIL JAN 2026	372.54
CITY OF STURGIS WATER DEPT	Water JAN 2026	1951.09
CLARK PRINTING	A/P CHECKS	426
COCA COLA BOTTLING CO	LIQUOR	583.12
CONTI, DARLENE	WATER REFUND	10.87
COREY'S POINT S TIRE	TIRES FOR AMBULANCE	928.84
CULVER MECHANICS	REP & MAINT	327.07
DAKOTA EQUIPMENT RENTAL	REP & MAINT	78.45
DAKOTA SUPPLY GROUP	REP & MAINT	1259.63
DAKOTA'S BEST	LIQUOR	592
DEMCO	PROC SUPPLIES	595.27
DOUBLE STAR COMPUTING	PROF FEES	1190
EBERT, DAVID	WATER REFUND	100
ECOLAB PEST ELIMINATOR DIV	PEST CONTROL	271.14
EPIC OUTDOOR ADVERTISING, LLP	BILLBOARD LEASE	1600
EVOGOV	ADA COMPLIANCE	59
FORD CORDELE	PATROL CAR	44900.01
FOTH INFRA & ENV	PROF FEES	16832.7
G & H DISTRIBUTING	SUPP & MAT	172.89
GLOBAL DISTRIBUTING INC	LIQUOR	216
GORDON & REES	PROF FEES	1265
GREAT WESTERN TIRE CO	REP & MAINT	528.9
HAWKINS	SUPP & MAT	160
HELIX SOLUTIONS	PROF FEES	537.5
HELMS & ASSOCIATES	CAP IMP	13383.04
HUNTINGTON PROPERTIES	WATER REFUND	68.7
INGRAM LIBRARY SERVICES	BOOKS	929.57
JENNER EQUIPMENT CO	REP & MAINT	259.8
JEO CONSULTING GROUP	CAP IMP	14446.08
JOHNSON WESTERN WHOLESALE	LIQUOR	32956.13
K T CONNECTIONS	PROF FEES	1365
KC'S AUTO REPAIR	REP & MAINT	752.41
KIEFFER SANITATION	CONT RENTAL WWTP	706.9
LYNN'S DAKOTAMART-STURGIS	SUPP & MAT	101.72

MAIER MEATS LLC	LIQUOR	120
MARCO TECH	COPIER RENT	148.5
MASTERCARD	CREDIT CARD	12745.17
MCLEOD'S PRINTING	BOOKS	369
MEADE COUNTY AUDITOR	LEC & DISPATCH JAN 2026	13261.42
MONTANA DAKOTA UTILITIES	UTIL JAN 2026	13934.53
MONUMENT HEALTH RC HOSPITAL	CONT FEES	5466.71
MUTH ELECTRIC	REP & MAINT	3988.88
NORTHERN HILLS VET CLINIC	PROF FEES	2700.03
NORTHWEST PIPE FITTINGS	SUPP & MAT	646.76
ON SITE FIRST AID AND SUPPLY	SUPP & MAT	361.27
OREILLY AUTO PARTS	REP & MAINT	301.35
OWENS INTERSTATE	REP & MAINT	334.47
PALMER, MOLLE	REFUND HOUSING AD	150
PARKS PLACE LLC	WATER REFUND	79.99
POWERPLAN	REP & MAINT	485.54
QUALITY BRANDS OF THE BH	LIQUOR	11037.19
RAMAKER & ASSOCIATES	PROF FEES	700
RASMUSSEN MECH SERV	PROF FEES	17106.28
RECDESK LLC	PROF FEES	3221.4
REPUBLIC BEVERAGE COMPANY	LIQUOR	10695.58
RICHTER'S TIRE & EXHAUST	REP & MAINT	481.34
RIVERFRONT BROADCASTING	ADV LIQUOR STORE	1254.6
RUNNINGS SUPPLY INC	SUPP & MAT	174.83
RUSHMORE OFFICE SUPPLY	SUPP & MAT	63.85
SABER SHRED SOLUTIONS	PROF FEES TIRES	3345
SAUDER, LEVI	UNIF ALLOW	262.31
SCHADE VINEYARD	LIQUOR	624
SCOTT PETERSON MOTORS	REP & MAINT	2864.51
SERVALL TOWEL & LINEN	MATS & TOWELS	718.03
SIMON MATERIALS	SUPP & MAT	996.54
SOUTH DAKOTA 811	PROF FEES	51.52
SOUTHERN GLAZER'S OF SD	LIQUOR	12602.59
STEDER, DEBRA S	WATER REFUND	39.38
STURGIS ACE HARDWARE#1	SUPP/MAT/REP/MAINT	367.26
STURGIS ACE HARDWARE #3	SUPP/MAT/REP/MAINT	120.43
STURGIS NAPA	SUPP/MAT/REP/MAINT	820.33
THE REAL ESTATE CENTER	WATER REFUND	50
TIME EQUIPMENT RENTAL	REP & MAINT	171.24
U DRIVE TECHNOLOGY	UTIL FEES - WEBCAMS	337.26
USA BLUE BOOK	SUPP & MAT	870.11

VOSS DISTRIBUTING  
WEST RIVER ELECTRIC ASSN

LIQUOR  
UTIL JAN 2026

261.6  
1063.38

**WAGES**

Mayor & Council	\$ 4,825.38	
Attorney	\$ 3,871.80	
Finance	\$ 10,210.54	
HR	\$ 3,293.36	
City Admin	\$ 8,196.95	
Buildings	\$ 1,970.84	
Custodial	\$ 2,184.58	
Engineering	\$	
Planning & Permitting	\$ 1,722.92	
Fleet	\$ 8,072.92	
Sponsorship	\$ 3,098.37	
Rally	\$ -	
Police	\$ 51,025.09	
Animal Shelter	\$ 4,457.26	
Fire Dept	\$ 159.80	
Streets	\$ 15,394.81	
Cemetery	\$ 454.23	
Community Center	\$ 10,906.28	
Recreation	\$ 3,490.25	
Parks	\$ 15,631.96	
Library	\$ 11,468.53	
Auditorium	\$	
Special Sales		
Tax	\$	
Downtown BID	\$	
Liquor	\$ 8,472.20	
Water	\$ 15,603.07	
Wastewater	\$ 15,085.47	
Sanitary Service	\$ 17,319.73	
Ambulance	\$ 46,099.64	
	<hr/>	
	\$263,015.98	
<b>SS</b>	\$ 15,126.09	
<b>MED</b>	\$ 3,537.62	
<b>FWT</b>	\$ 18,820.18	<b>Grand Total</b>

\$ 37,483.89

\$300,499.87

Jensen moved, Chaplin seconded, and all voted to approve the claims.

**Board of Adjustment for Variance, Use on Review or other Administrative Appeals  
Adjourn Council meeting to meet as a Board of Adjustment for the following agenda items:  
Mayor Forrester declares adjournment to Board of Adjustment. Declaration of conflicts of interest and/or ex parte communications by members of the Board. No conflicts of interest and/or ex parte communication are brought forward.**

- Consideration for a Use on Review at 3385 Canyon View Court, Sturgis South Dakota to operate a in-home daycare facility.

Public Works Director Bush reports that based on the information provided and analysis, Planning Commission recommends approval of the Use on Review for an in-home daycare at 3385 Canyon View Court, subject to the recommended conditions or any additional conditions deemed necessary by the Board of Adjustments.

Moved by Blakeman, seconded by Thompson and all voted to approve the Use on Review subject to the terms and conditions contained in the staff report.

- Consideration for a Use on Review at 206 Tulsa Drive, Sturgis SD to operate an in home business - Car repair

Bush said based on the information provided and analysis, staff and Planning Commission recommend approval of the Use on Review for an in-home business at 206 Tulsa Drive, subject to the recommended conditions or any additional conditions deemed necessary by the Board of Adjustments.

Moved by Dargatz, seconded by Nichols and all voted to approve the Use on Review subject to the terms and conditions contained in the staff report.

**Mayor Forrester declared the Board of Adjustment meeting adjourned and reconvened the City Council Meeting.**

## Reports

### **Consideration of Proposed Residential Camping Ordinance forwarded by Ordinance Advisory Committee**

Attorney Davis provides report on the proposed revisions of the temporary residential camping ordinance forwarded by the Ordinance Advisory Committee. About 20 citizens make public comment on the proposed ordinance.

Usera moved, Nichols seconded to table the issue and consider it at the next meeting for direction or action.

Carried by the following vote:

Ayes: Usera, Nichols, Jones, Thompson, Jensen and Chaplin

Nays: Dargatz and Blakeman

### **Second Reading of Ordinance No. 2026-01 – An ordinance in revision adopting and recodifying the code of ordinances of the City of Sturgis, South Dakota and superseding the prior compiled code as the City’s codified publication.**

Attorney Davis reports that there are no changes to the ordinance from first reading.

Chaplin moved, Jones seconded and all voted to approve second reading of Ordinance No. 2026-01

**Renewal of Shelter Agreement between the City of Sturgis and City of Summerset**

Assistant Police Chief Paulsen reports on the shelter agreement.

Jones moved, Chaplin seconded, and all voted to approve the renewal of the contract.

**Consideration of Collective Bargaining Agreement with General Drivers & Helpers Union Local 120 Affiliated with the International Brotherhood of Teamsters and the City of Sturgis City Employees**

Human Resources Director Carrie Belawske reports on the collective bargaining agreement.

Jones moved, Dargatz seconded, and all voted to approve the collective bargaining agreement.

**Consideration to approve subscription to Zencity Public Sentiment Analytics Platform**

Director of Communications & Outreach Deb Holland and Councilor Nichols spoke about the analytics platform.

Tammy Bohn and Richelle Bruch asked questions about different aspects of the platform.

Chaplin moved, Nichols second to approve the subscription to the Zencity Public Sentiment Analytics Platform.

Defeated by the following vote:

Ayes: Nichols and Chaplin

Nays: Jones, Thompson, Jensen, Usera, Dargatz and Blakeman

**Adjourn**

Chaplin moved, Dargatz seconded and all voted to adjourn at 10:15 p.m.

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
Name Mayor

Published once at the total approximate cost of \$\_\_\_\_\_

City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to approve a SEL for the Knuckle Saloon on March 21, 2026 for Ducks Unlimited at the Sturgis Armory.

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

**CODE REFERENCES:**

*No public hearing is required for the issuance of a special event license pursuant to this section if the person applying for the special event license holds an eligible permanent license and the special event license is to be used on publicly-owned property.*

**ATTACHMENTS:**

[SEL Knuckle Saloon Ducks Unlimited](#)

[SEL Knuckle Saloon Ducks Unltd Insurance](#)

**Approved By:**

Ann Bertolotto, Finance Officer

**Status:**

Approved - Feb 24 2026

License # RL-6034

# City of Sturgis SPECIAL EVENTS Alcoholic Beverage License Application

Business Name: The Knuckle  
Owner Name: Luigi's Saloon  
Address: 931 1st St  
Telephone #: 605-347-0106  
Date of Event: MARCH 21st 2020

Description of Event:  
Ducks  
Unmolested  
@ City Armory

Location of Event (Street Address):  
  
Map of premises where alcohol sales will occur  
  
If separated from a non-alcohol site, how will you keep separate:

Check which license you currently hold:  Malt Beverage  Liquor  Wine  
Check which license is requested for Special Event:  Malt Beverage  Liquor  Wine  
Do you  own or  lease this property? If leasing, please include copy of lease agreement.  
**Also Include:**  
 Proof of Insurance (ATTACH A VALID COPY OF CERTIFICATE OF INSURANCE OR LETTER FROM INSURER CONFIRMING THE POLICY IS IN PLACE NAMING THE CITY OF STURGIS AS AN ADDITIONAL INSURED FOR THE ACTIVITIES DESCRIBED IN THE SPECIAL EVENT APPLICATION.)  
 \$100 per day fee for Liquor License. No. of Days 1 X \$100 = 100 Total  
 \$ 50 per day fee for Malt Beverage License. No. of Days \_\_\_\_\_ X \$ 50 = \_\_\_\_\_ Total  
 \$ 50 per day fee for Wine License. No. of Days \_\_\_\_\_ X \$ 50 = \_\_\_\_\_ Total  
TOTAL AMOUNT DUE 100  
 Copy of Current Valid Alcoholic Beverage License  
Has applicant requested use of City property as part of license request?  Yes  No  
 Copy of request attached  
Signature \_\_\_\_\_ Date 1/20/20  
BUSINESS OWNER OR CORPORATE OFFICER ONLY

OFFICE USE ONLY:  
*No public hearing is required for the issuance of a special event license pursuant to this section if the person applying for the special event license holds an eligible permanent license and the special event license is to be used on publicly-owned property.*  
COUNCIL DECISION:  Approved  Disapproved Date approved: \_\_\_\_\_

Sturgis  
Motorcycle  
M

Frank  
Emporium

Junction

Main Street

Sturgis  
City  
Auditorium /  
Armory

Hot  
Leathers

Gift  
Shop

Just  
for  
Loose

Uncle  
Louis



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Leavitt Heartland Insurance 942 14th Street Sturgis SD 57785		<b>CONTACT NAME:</b> Kamilla Janitell <b>PHONE (A/C No. Ext):</b> (605) 347-4583 <b>FAX (A/C, No):</b> (888) 772-8060 <b>E-MAIL ADDRESS:</b> kamilla-janitell@leavitt.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>NAIC #</b>	
		<b>INSURER A:</b> Midwest Family Mutual Insurance Company 23574	
		<b>INSURER B:</b> First Dakota Indemnity Company 010351	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 25/26 GL BA WC UMB **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CPSD0560141770	12/20/2025	12/20/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 1,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Employment Practices Liability Insur	\$ 250,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			CPSD0560141770	12/20/2025	12/20/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CPSD0560141770	12/20/2025	12/20/2026	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC020-0088622-2025A	12/20/2025	12/20/2026	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Ducks Unlimited Banquet

**CERTIFICATE HOLDER****CANCELLATION**

City of Sturgis 1040 Harley-Davidson Way Sturgis, SD 57785	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Derrick Linn/PASCHN 
--	--

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City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to approve a SEL for the Loud American Sturgis for the Northern Hills FCU Annual Meeting at the Sturgis Armory on March 26, 2026.

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

**BACKGROUND INFORMATION:**

This event will be held at the Sturgis Armory on March 26, 2026 from 6-9 PM. The Loud American will prepare and serve the bar.

**CODE REFERENCES:**

*No public hearing is required for the issuance of a special event license pursuant to this section if the person applying for the special event license holds an eligible permanent license and the special event license is to be used on publicly-owned property.*

**BUDGET IMPACT:**

None

**ATTACHMENTS:**

[SEL Loud American NHFCU Annual Meeting](#)

**Approved By:**

Ann Bertolotto, Finance Officer

**Status:**

Approved - Feb 23 2026

License # \_\_\_\_\_

City of Sturgis  
**SPECIAL EVENTS**  
Alcoholic Beverage License Application

Business Name: Loud American Sturgis  
Owner Name: HomeSlice Management, LLC  
Address: 1612 Junction Ave Ste 4 Sturgis, SD 57785  
Telephone #: 605-343-6161  
Date of Event: 3/26/2026

Description of Event:  
Northern Hills FCU Annual Meeting to take place at the Sturgis Armory on 3/26/2026. The Loud will prepare & serve the bar.

Location of Event (Street Address):  
1019 Main St Sturgis, SD 57785. Sturgis Armory  
Map of premises where alcohol sales will occur  
  
If separated from a non-alcohol site, how will you keep separate:

Check which license you currently hold:  Malt Beverage  Liquor  Wine  
Check which license is requested for Special Event:  Malt Beverage  Liquor  Wine  
Do you  own or  lease this property? If leasing, please include copy of lease agreement.  
  
**Also Include:**  
 Proof of Insurance (ATTACH A VALID COPY OF CERTIFICATE OF INSURANCE OR LETTER FROM INSURER CONFIRMING THE POLICY IS IN PLACE NAMING THE CITY OF STURGIS AS AN ADDITIONAL INSURED FOR THE ACTIVITES DESCRIBED IN THE SPECIAL EVENT APPLICATION.)  
  
 \$100 per day fee for Liquor License. No. of Days 1 X \$100 = \$100 Total  
 \$ 50 per day fee for Malt Beverage License. No. of Days \_\_\_\_\_ X \$ 50 = \_\_\_\_\_ Total  
 \$ 50 per day fee for Wine License. No. of Days \_\_\_\_\_ X \$ 50 = \_\_\_\_\_ Total  
  
TOTAL AMOUNT DUE \$100  
  
 Copy of Current Valid Alcoholic Beverage License  
  
Has applicant requested use of City property as part of license request?  Yes  No  
 Copy of request attached  
  
Signature  Date 2/10/2026  
BUSINESS OWNER OR CORPORATE OFFICER ONLY

OFFICE USE ONLY:  
*No public hearing is required for the issuance of a special event license pursuant to this section if the person applying for the special event license holds an eligible permanent license and the special event license is to be used on publicly-owned property.*  
  
COUNCIL DECISION:  Approved  Disapproved Date approved: \_\_\_\_\_

HOMESLICE MANAGEMENT LLC  
LOUD AMERICAN STURGIS  
333 WEST BLVD STE 200  
RAPID CITY, SD 57701-4121

December 15, 2025

Dear HOMESLICE MANAGEMENT LLC

Below is your Retail On-Sale Liquor license. It shall be valid only for the person in whose name it is issued and for the transaction of business at the location approved. The license shall be available for inspection.

A list of the approved alcohol training programs may be found at: <https://dor.sd.gov/businesses/taxes/alcohol/>

**Website:** <http://dor.sd.gov>

**SD EPath:** <http://dor.sd.gov/EPath>



This license is issued to the below named. This license remains the property of the State of South Dakota and, while in possession of the person to whom issued, entitles the licensee to transact the business or activity specified on this license until this license expires or is cancelled. This license makes no representation about the legality of products or services sold.

<http://dor.sd.gov>

ISSUE DATE 01/01/2026

EXPIRATION DATE 12/31/2026

LICENSE NUMBER: RL-6170

LICENSE TYPE: Retail On-Sale Liquor

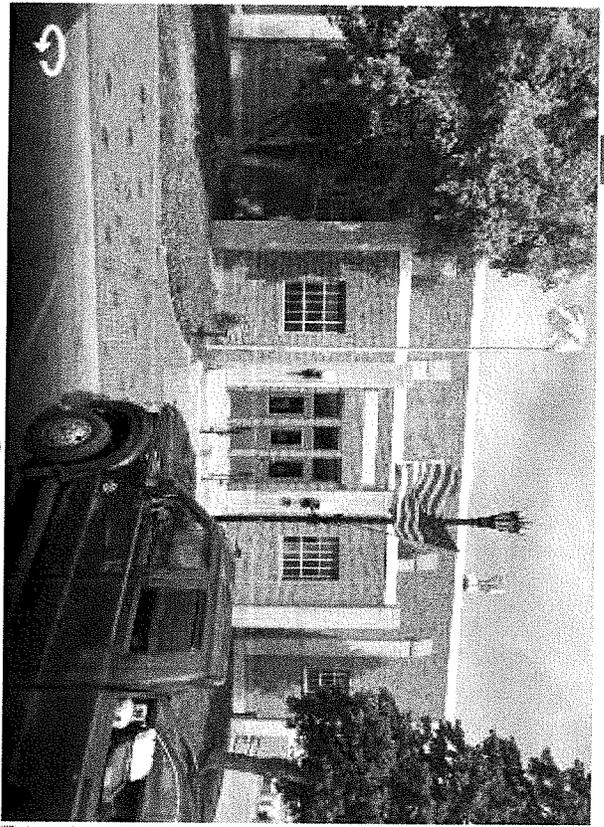
ISSUED TO:

HOMESLICE MANAGEMENT LLC  
1305 MAIN ST  
STURGIS, SD 57785-1528

LOUD AMERICAN STURGIS  
1305 MAIN ST  
STURGIS, SD 57785-1528

Mike Houdyshell  
Secretary of Revenue





5

Heartland



4

1019 Main St  
Sturgis, SD 57785

Uncle Louie's Diner

Company  
dental



Sturgis Auditorium



Main St

Main St

City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to approve a SEL for the Loud American Sturgis at the Sturgis Armory on April 25, 2026.

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

**BACKGROUND INFORMATION:**

This event will be held at the Sturgis Armory on April 25, 2026 from 4-10 PM. The Loud American will prepare and serve the bar.

**CODE REFERENCES:**

*No public hearing is required for the issuance of a special event license pursuant to this section if the person applying for the special event license holds an eligible permanent license and the special event license is to be used on publicly-owned property.*

**BUDGET IMPACT:**

None

**ATTACHMENTS:**

[SEL Loud American Reception 04252026](#)

**Approved By:**

Ann Bertolotto, Finance Officer

**Status:**

Approved - Feb 26 2026

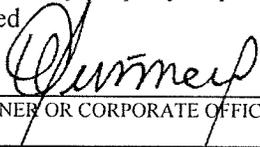
License # \_\_\_\_\_

# City of Sturgis SPECIAL EVENTS Alcoholic Beverage License Application

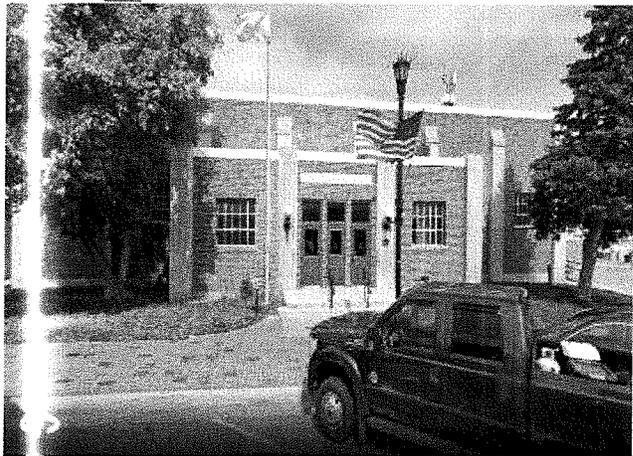
Business Name: Loud American Sturgis  
Owner Name: HomeSlice Management, LLC  
Address: 1612 Junction Ave Ste 4 Sturgis, SD 57785  
Telephone #: 605-343-6161  
Date of Event: 4/25/2026

Description of Event:  
Wedding reception to take place on  
April 25, 2026 at the Sturgis Armory. The Loud  
American will prepare & serve the bar from  
4pm - 10pm.

Location of Event (Street Address):  
1019 Main St Sturgis, SD 57785. Sturgis Armory  
Map of premises where alcohol sales will occur  
Please see attached  
If separated from a non-alcohol site, how will you keep separate:

Check which license you currently hold:  Malt Beverage  Liquor  Wine  
Check which license is requested for Special Event:  Malt Beverage  Liquor  Wine  
Do you  own or  lease this property? If leasing, please include copy of lease agreement.  
**Also Include:**  
 Proof of Insurance (ATTACH A VALID COPY OF CERTIFICATE OF INSURANCE OR LETTER FROM INSURER  
CONFIRMING THE POLICY IS IN PLACE NAMING THE CITY OF STURGIS AS AN ADDITIONAL INSURED FOR  
THE ACTIVITES DESCRIBED IN THE SPECIAL EVENT APPLICATION.)  
 \$100 per day fee for Liquor License. No. of Days 1 X \$100 = \$100 Total  
 \$ 50 per day fee for Malt Beverage License. No. of Days \_\_\_\_\_ X \$ 50 = \_\_\_\_\_ Total  
 \$ 50 per day fee for Wine License. No. of Days \_\_\_\_\_ X \$ 50 = \_\_\_\_\_ Total  
TOTAL AMOUNT DUE \$100  
 Copy of Current Valid Alcoholic Beverage License  
Has applicant requested use of City property as part of license request?  Yes  No  
 Copy of request attached  
Signature  Date 2/24/2026  
BUSINESS OWNER OR CORPORATE OFFICER ONLY

OFFICE USE ONLY:  
*No public hearing is required for the issuance of a special event license pursuant to this section if the person  
applying for the special event license holds an eligible permanent license and the special event license is to be  
used on publicly-owned property.*  
COUNCIL DECISION:  Approved  Disapproved Date approved: \_\_\_\_\_



HOMESLICE MANAGEMENT LLC  
LOUD AMERICAN STURGIS  
333 WEST BLVD STE 200  
RAPID CITY, SD 57701-4121

December 15, 2025

Dear HOMESLICE MANAGEMENT LLC

Below is your Retail On-Sale Liquor license. It shall be valid only for the person in whose name it is issued and for the transaction of business at the location approved. The license shall be available for inspection.

A list of the approved alcohol training programs may be found at: <https://dor.sd.gov/businesses/taxes/alcohol/>

**Website:** <http://dor.sd.gov>

**SD EPath:** <http://dor.sd.gov/EPath>



This license is issued to the below named. This license remains the property of the State of South Dakota and, while in possession of the person to whom issued, entitles the licensee to transact the business or activity specified on this license until this license expires or is cancelled. This license makes no representation about the legality of products or services sold.

<http://dor.sd.gov>

ISSUE DATE: 01/01/2026

EXPIRATION DATE: 12/31/2026

LICENSE NUMBER: RL-6170

LICENSE TYPE: Retail On-Sale Liquor

ISSUED TO:

HOMESLICE MANAGEMENT LLC  
1305 MAIN ST  
STURGIS, SD 57785-1528

LOUD AMERICAN STURGIS

1305 MAIN ST

STURGIS, SD 57785-1528

A handwritten signature in black ink, appearing to read 'Mike Houdyshell', is written over a horizontal line.

Mike Houdyshell  
Secretary of Revenue



City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to approve request for the annual Sturgis Chamber Parade of Lights temporary road closures for December 4, 2026.

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

**BACKGROUND INFORMATION:**

The Sturgis Chamber of Commerce Annual Parade of Lights will be held December 4, 2026. This event only requires temporary Road Closures.

**DISCUSSION:**

Route map throughout Sturgis is attached.

**RECOMMENDATION:**

Motion to approve

**ATTACHMENTS:**

[SACC Parade of Lights](#)

[SACC Parade of Lights map](#)

**Approved By:**

Ann Bertolotto, Finance Officer

**Status:**

Approved - Feb 23 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 Parade of Lights

Event Date: December 4th Hours: 6PM-8PM

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) 1000+

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

Explanation of Event: Parade of lights with business floats through Sturgis.

Location of event: Throughout Sturgis 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: \_\_\_\_\_ Tear down date/time: \_\_\_\_\_

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).**

1

Office Use: Date Received at R&E: \_\_\_\_\_ City Admin Approval \_\_\_\_\_



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)?  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 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: Sturgis Parade of Lights

Applicant: Organization/Name: Sturgis Chamber of Commerce

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

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

Date of Parade: December 4th Start Time: 6PM End Time: 8PM

Parade Route proposed: Start at the United Methodist Church to Ballpark, to Junction around the hospital to Harmon, fulton, Park St, back onto Junction, north onto Main St, end at 4th & Main.

Starting/Lineup Address 1755 Ballpark Yes/No If Private Property Has landowner given permission? Yes/No

Description & Reason for Parade: Share holiday spirit with local businesses

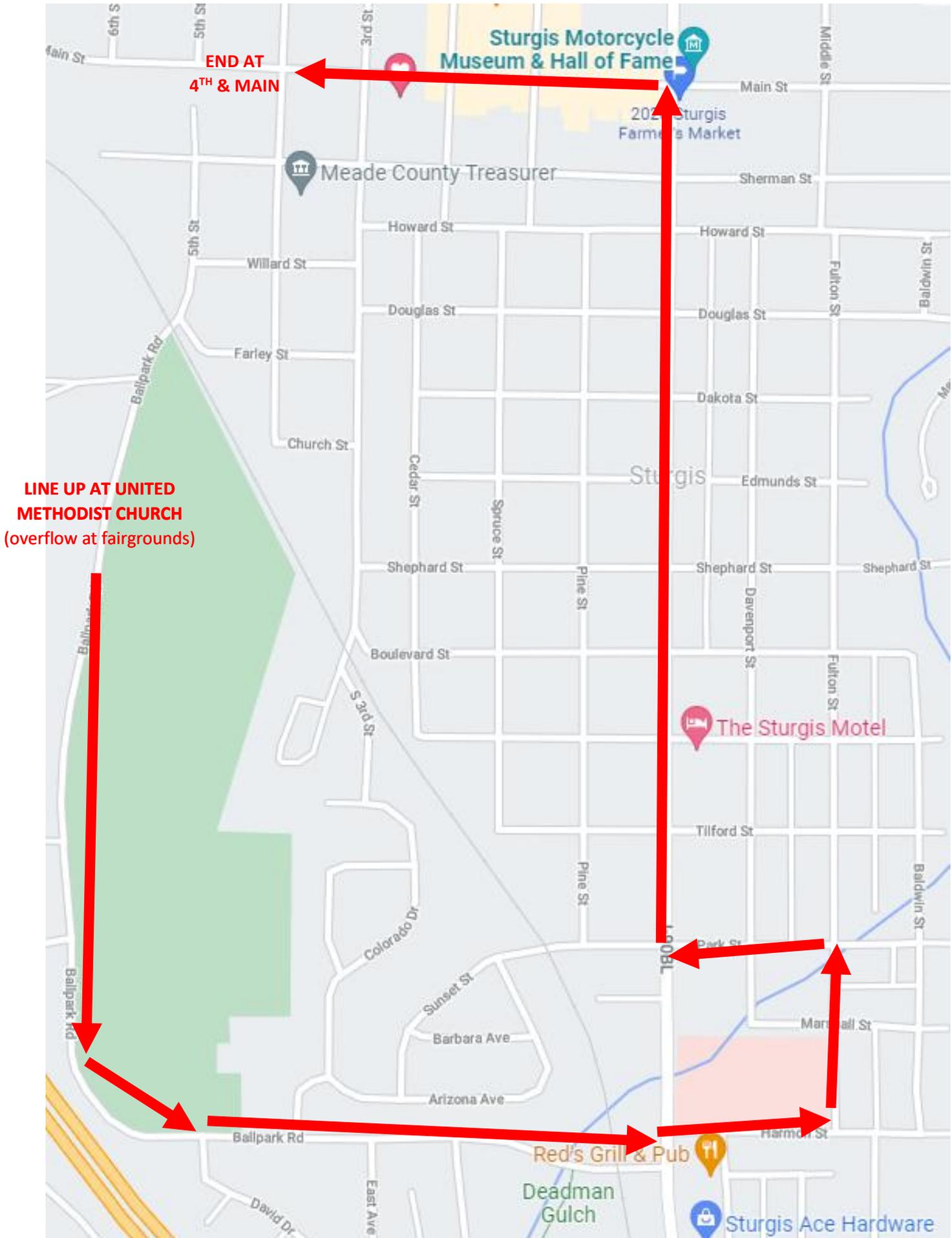
Please indicate if you request use of the following:

**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: Kadence Gleason

Date: 1/9/26



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to approve the 2026 Sturgis Tree Lighting Ceremony @ Harley-Davidson Rally Point and Open Container request.

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

**BACKGROUND INFORMATION:**

The Annual Sturgis Tree Lighting Ceremony will be held on Saturday, November 28, 2026 at the Sturgis Harley-Davidson Rally Point.

**DISCUSSION:**

The Sturgis Area Chamber of Commerce is requesting use of Rally Point from 6-7PM that evening and also a request to lift the open container ban so hot alcoholic beverages can be served. The open container area will be our normal downtown non-rally open container boundary. (Map attached.)

**RECOMMENDATION:**

Motion to approve

**ATTACHMENTS:**

- [SACC Tree Lighting Ceremony](#)
- [Non-Rally open Container Map updated 2024](#)

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

**Status:**  
Approved - Feb 23 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 Tree Lighting Ceremony

Event Date: Saturday, Nov 28th Hours: 6-7PM

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) 500+

Type of Event: Tree Lighting Ceremony Admission/entry cost: \$0

Explanation of Event: Tree Lighting Ceremony with music, Santa, and story for kids.

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: 5PM 11/28 Tear down date/time: 7PM 11/28

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).*

1

Office Use: Date Received at R&E: \_\_\_\_\_ City Admin Approval \_\_\_\_\_



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)?  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 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™

City Council  
**STAFF REPORT**



**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to Approve Resolution 2026-06 for the 2025 Sturgis Area Chamber Battle of the Bands Pre-Party

**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 is a new event to kick off the annual event which begins Saturday, June 6th.

**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:**

- [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:**  
Ann Bertolotto, Finance Officer

**Status:**  
Approved - Feb 23 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).*

1

Office Use: Date Received at R&E: \_\_\_\_\_ City Admin Approval \_\_\_\_\_



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:

**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to Approve Resolution 2026-07 for the 2026 Sturgis Area Chamber Art Festival & Battle of the Bands

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

### **BACKGROUND INFORMATION:**

Sturgis Chamber of Commerce will be hosting the 2026 Sturgis Art Festival/Battle of the Bands on Saturday, June 6, 2026. This event brings in over 70 vendors and 10 bands each year. This is a free, family friendly event.

### **DISCUSSION:**

The 2026 Art Festival/Battle of the Bands will include art-related vendor booths and musical entertainment.

This request is for a street closure, lifting of the open container ban for the evening of June 6th, and the use of City equipment.

**Street Closure** - Event organizers are requesting a closure for Harley-Davidson Way between Lazelle St and Main St, Main Street between Harley-Davidson Way and 3rdStreet leaving the Harley Davidson/Main Street intersection open, allowing for art festival vendors, food trucks, and eating areas. The closure will begin on June 6th at 6:00 AM and will last until 9:00 PM. The intersection of Main and Harley-Davidson Way and the alley behind the Knuckle will remain open to regular traffic; Landowner notifications will be made closer to the event date by the Chamber.

**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 Saturday, June 6, from 10:00 AM until 10:00 PM. Informational signs will be on display throughout the open container area.

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

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

### **ATTACHMENTS:**

[SACC Battle of the Bands & Art Festival 2026](#)

[SACC Battle of the Bands & Art Festival MAP 2026](#)

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

[Resolution 2026-07 Art Festival&Battle of the Bands](#)

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

**Status:**  
Approved - Feb 23 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 Bands & Art Festival

Event Date: June 6th Hours: 6AM-8Pm

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) 1000+

Type of Event: Vendor Festival & Music Event Admission/entry cost: \$0

Explanation of Event: This event brings in over 70 vendors and 10 bands per year. This is a family friendly event with live music and art vendors.

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: 6AM 6/6 Tear down date/time: 9PM 6/6

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).*

1

Office Use: Date Received at R&E: \_\_\_\_\_ City Admin Approval \_\_\_\_\_



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)?  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 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

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

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**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 Battle of the Bands & Art Festival

Street Closure location(s) requested: Corner of Main & Harley-Davidson Way to Lazelle and to 3rd St

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

Date/Time of Street Closure and re-opening: 6AM 6/6 - 9PM 6/6

Reason for Requested Street(s) Closure: Art Vendors and food trucks

***\*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 X
- 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: 1/9/26

**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

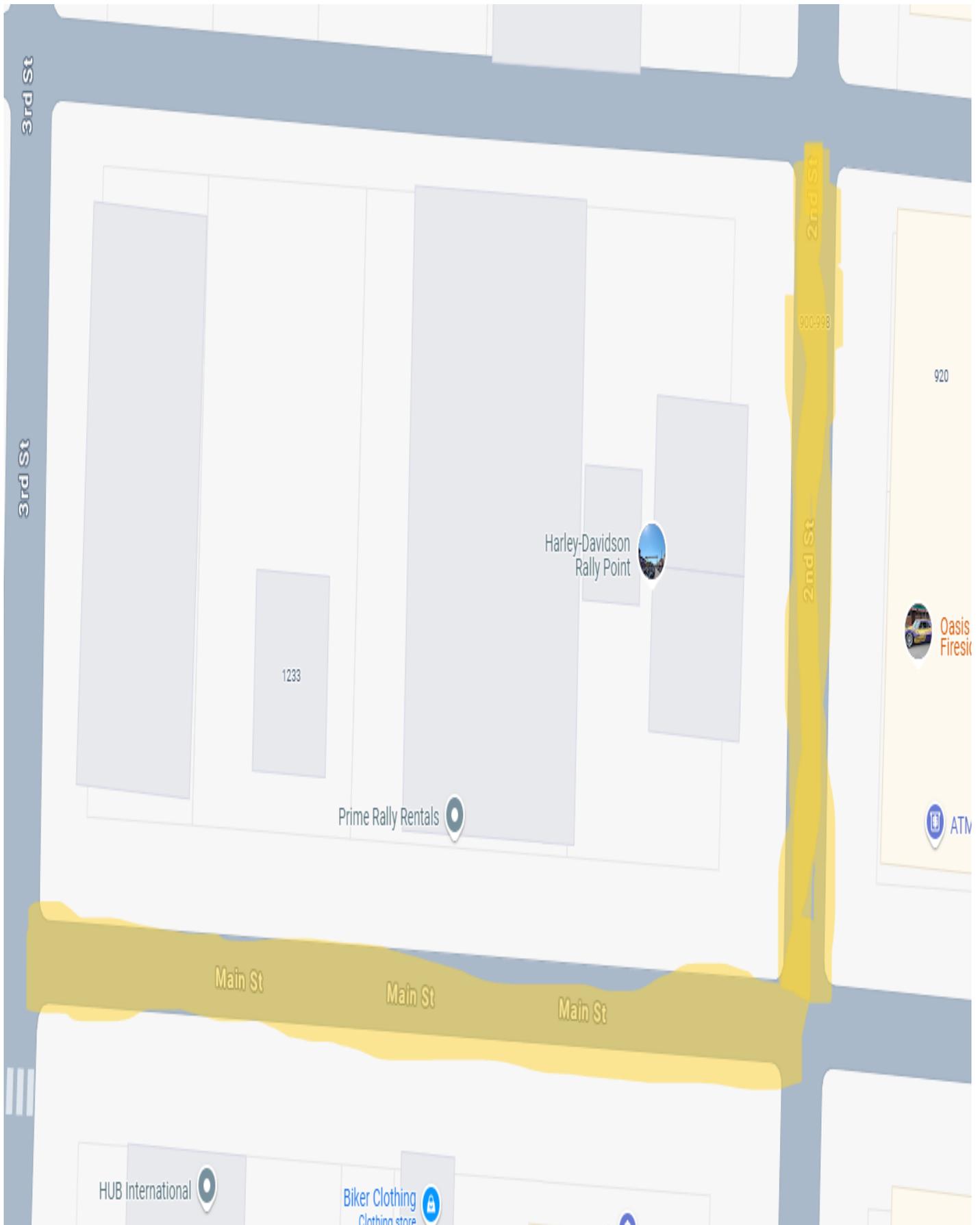
Description & Reason for Parade: \_\_\_\_\_

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: \_\_\_\_\_



# City of Sturgis Open Container Map



# STURGIS™

**RESOLUTION 2026-07**  
**RESOLUTION TO CLOSE DESIGNATED STREETS ON CERTAIN PUBLIC**  
**PROPERTY AND WITHIN CERTAIN PUBLIC RIGHTS OF WAY & LIFT THE OPEN**  
**CONTAINER BAN FOR THE 2026 ART FESTIVAL & BATTLE OF THE BANDS**

WHEREAS, the 2026 Art Festival & Battle of the Bands will be held in the City of Sturgis, Saturday, June 6, 2026, and

WHEREAS, Event organizers are requesting a closure that is similar to Music on Main; Harley Davidson Way between Lazelle and Main St, Main Street between Harley-Davidson Way and 3<sup>rd</sup> Street, leaving the Harley-Davidson/Main Street intersection open, allowing for art festival vendors, food trucks, and eating areas. The closure will begin on June 6th at 6:00 AM and will last until 9:00 PM. The intersection of Main and Harley-Davidson Way and the alley behind the Knuckle will remain open to regular traffic; 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 Saturday, June 6th, from 10:00 AM 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 7th, 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 Harley-Davidson Way and 3<sup>rd</sup> Street, 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:

**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to approve Resolution # 2026-08 for the Street Closure and Lifting of Open Container Ban during the 2026 Sturgis Fall Festival on October 10, 2026.

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

**BACKGROUND INFORMATION:**

The Fall Festival is a family-friendly festival that will include vendor booths, musical entertainment, kids activities, food trucks and tractor rides. A hay bale maze will also be set up on Harley-Davidson Way.

**DISCUSSION:**

The Chamber is seeking to schedule the annual Fall Festival event for Saturday, October 10, 2026. The Chamber is asking to close Harley-Davidson Way from Main Street to Lazelle Street (the alley will remain open) and Main Street from Harley-Davidson Way to 3rd Street from 6:00 AM - 8:00 PM. A map is included in the event application.

The Chamber is also requesting that Council lift the open container requirements during the event from 10AM-10PM. The requested open container boundaries are the standard non-rally boundaries.

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

**RECOMMENDATION:**

Motion to approve

**ATTACHMENTS:**

[SACC Fall Festival 2026](#)

[SACC Fall Festival MAP 2026](#)

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

[Resolution 2026-08 for Fall Festival-closure of street and Open Container](#)

**Approved By:**

Ann Bertolotto, Finance Officer

**Status:**

Approved - Feb 23 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 Fall Festival

Event Date: October 10th Hours: 6AM-8PM

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) 500+

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

Explanation of Event: This event has a hay bale maze, tractor rides, kids activities and live music.

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: 6AM 10/10 Tear down date/time: 8PM 10/10

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).*

1

Office Use: Date Received at R&E: \_\_\_\_\_ City Admin Approval \_\_\_\_\_



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)?  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 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 : Sturgis Fall Festival

Street Closure location(s) requested: Corner of Main & Harley-Davidson Way to Lazelle and to 3rd St

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

Date/Time of Street Closure and re-opening: 6AM 10/10- 8PM 10/10

Reason for Requested Street(s) Closure: Vendors, food trucks, hay bale maze, tractor ride.

***\*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 X
- 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: 1/9/26

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

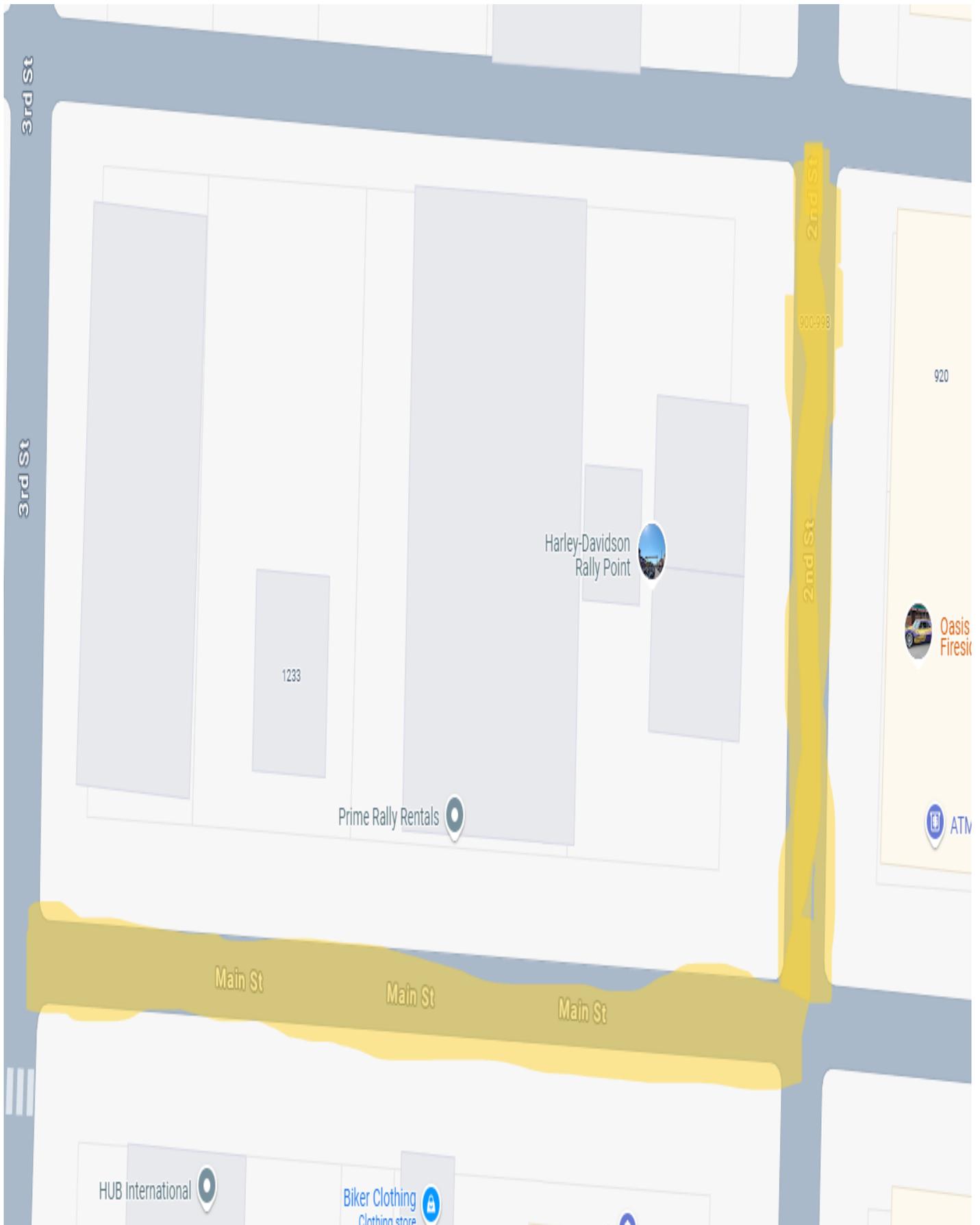
Please indicate if you request use of the following:

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



# City of Sturgis Open Container Map



**STURGIS™**

**RESOLUTION 2026-08**

**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 FALL FESTIVAL**

WHEREAS, the 2026 Fall Festival will be held in the City of Sturgis, October 10, 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 Third Street from 6:00 am until 8:00 pm for games and activities; 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 Saturday, October 10, 2026, from 10:00 AM 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 October 11, 2026, after 2:00 am.

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 6:00 am until 8:00 pm October 10, 2026.

Dated this 2<sup>nd</sup> day of March 2026.

CITY OF STURGIS

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

ATTEST:

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

Published:  
Effective:

**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to approve 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 dates for this year's Music on Main are June 10, June 17, June 24, July 1, July 8, July 15, July 22, July 29, August 26, and Sept 2. September 2 will also include the Community Picnic.

This Street Closure requests that the City of Sturgis will close Harley-Davidson Way to the public for a limited period of time to establish an area for Music on Main activities and family entertainment on the public street each week on the dates listed above. The request asks for the closure of Harley-Davidson Way from Main Street to Lazelle Street, and Main Street from the east side of the First Interstate drive-thru to Harley-Davidson Way from 2:00 PM until 10:00 PM. The intersection of Main and Harley-Davidson Way will remain open for regular vehicle travel during the events. A street closure map is attached.

The Police Department will be authorized to tow vehicles within the street closure area per resolution. They are also asking to lift the open container ban each week from 5:00 p.m. until 10:00 p.m. See the attached map of the standard open container boundary including the H-D Rally Point Plaza area. Open container boundary maps and informational signs will be hung for this event.

They have requested to use the following City equipment:

Light weight street closure panels

Sandbags

Picnic Tables

Garbage totes

Staff will be reaching out to the Community Center for tables for the Sept 2 Community Picnic.

**BUDGET IMPACT:**

This event is within budget.

**ATTACHMENTS:**

[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 - Feb 23 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 Signature: Kadence Gleason  Date: 2/13/26  
(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

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\*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 \_\_\_\_\_**

- o **\$100.00 cash deposit required per bleacher.** Deposit may be returned within 7 days if no damage is found upon inspection
- o Portable Aluminum bleachers can accommodate approximately 50 people
- o 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)**

- o Picnic tables typically accommodate 6-8 people per table
- o 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

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

ATTEST:

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

Published:  
Effective:



Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
<b>Combined Cash Fund</b>					
PETTY CASH	PETTY CASH	100-1020 Cash Change	Reimburse for change	100.00	02/24/2026
Total Combined Cash Fund:				100.00	
<b>General</b>					
CLAIMS ASSOCIATES	CLAIMS ASSOCIATES	101-3500-03510 Court Fines & Forfeits	Reimbursement for restitution Miller T	197.29	02/19/2026
Total General:				197.29	
Total :				297.29	
<b>Mayor &amp; Council</b>					
<b>General</b>					
EVOGOV, INC.	EVOGOV, INC.	101-4111-42200 Professional Fees	ADA Monthly Hosting	59.00	02/20/2026
AT&T MOBILITY	AT&T MOBILITY	101-4111-42800 Utilities	Cell Phones Feb 2026	46.52	02/15/2026
Total General:				105.52	
Total Mayor & Council:				105.52	
<b>Finance Office</b>					
<b>General</b>					
PURCHASE POWER	PURCHASE POWER	101-4142-42600 Supplies & Materials	Postage Jan 2026	401.00	01/31/2026
RUSHMORE OFFICE SUPPLY	RUSHMORE OFFICE SUPPLY	101-4142-42600 Supplies & Materials	Window Envelopes	347.50	02/18/2026
AT&T MOBILITY	AT&T MOBILITY	101-4142-42800 Utilities	Cell Phones Feb 2026	46.52	02/15/2026
Total General:				795.02	
Total Finance Office:				795.02	
<b>Human Resources</b>					
<b>General</b>					
iSOLVED INC	iSOLVED INC	101-4143-42200 Professional Fees	Renewal onboarding 2026	3,000.00	01/16/2026
AT&T MOBILITY	AT&T MOBILITY	101-4143-42800 Utilities	Cell Phones Feb 2026	46.52	02/15/2026
Total General:				3,046.52	
Total Human Resources:				3,046.52	

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
<b>City Administrator</b>					
<b>General</b>					
AT&T MOBILITY	AT&T MOBILITY	101-4144-42800 Utilities	Cell Phones Feb 2026	46.52	02/15/2026
Total General:				46.52	
Total City Administrator:				46.52	
<b>Buildings</b>					
<b>General</b>					
ALTIMATE FLOORING, LLC	ALTIMATE FLOORING, LLC	101-4192-42500 Repairs & Maintenance	Flooring for City Hall remodel	1,616.88	02/12/2026
AMICK SOUND, INC.	AMICK SOUND, INC.	101-4192-42500 Repairs & Maintenance	Fire alarm monitoring PW	34.24	02/13/2026
ECOLAB PEST ELIMINATOR DIV	ECOLAB PEST ELIMINATOR DIV	101-4192-42500 Repairs & Maintenance	Pest Control/Community Center	133.92	02/12/2026
KONE INC	KONE INC	101-4192-42500 Repairs & Maintenance	Library Elevator maintenance (3 month period)	260.19	02/01/2026
SHERWIN-WILLIAMS	SHERWIN-WILLIAMS	101-4192-42500 Repairs & Maintenance	Paint for wash bay at PW	279.75	02/11/2026
WINSUPPLY	WINSUPPLY	101-4192-42500 Repairs & Maintenance	Relief valve & flame rod-City Hall boilers	88.86	02/10/2026
ALSCO, INC	ALSCO, INC	101-4192-42600 Supplies & Materials	Mats & towels PW	285.29	02/19/2026
SERVALL TOWEL & LINEN	SERVALL TOWEL & LINEN	101-4192-42600 Supplies & Materials	Mats at City Hall	55.83	02/18/2026
SERVALL TOWEL & LINEN	SERVALL TOWEL & LINEN	101-4192-42600 Supplies & Materials	Mats & towels Library	60.71	02/18/2026
AT&T MOBILITY	AT&T MOBILITY	101-4192-42800 Utilities	Cell Phones Feb 2026	46.52	02/15/2026
Total General:				2,862.19	
Total Buildings:				2,862.19	
<b>Custodial</b>					
<b>General</b>					
BLACK HILLS CHEMICAL	BLACK HILLS CHEMICAL	101-4193-42600 Supplies & Materials	Discs for floor cleaner	92.30	02/19/2026
Total General:				92.30	
Total Custodial:				92.30	
<b>Planning and Permitting</b>					
<b>General</b>					
PETTY CASH	PETTY CASH	101-4196-42600 Supplies & Materials	Reimburse for plats	180.00	02/24/2026
AT&T MOBILITY	AT&T MOBILITY	101-4196-42800 Utilities	Cell Phones Feb 2026	51.57	02/15/2026
Total General:				231.57	

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
Total Planning and Permitting:				231.57	
<b>Fleet Management</b>					
<b>General</b>					
OREILLY AUTO PARTS	OREILLY AUTO PARTS	101-4197-42500 Repairs & Maintenance	Drive pulley #36	29.86	02/23/2026
STURGIS NAPA	STURGIS NAPA	101-4197-42600 Supplies & Materials	Tire gauge	35.09	02/18/2026
STURGIS NAPA	STURGIS NAPA	101-4197-42600 Supplies & Materials	Booster pack	150.00	02/20/2026
VERIZON WIRELESS	VERIZON WIRELESS	101-4197-42800 Utilities	Phones/Internet Feb 2026	39.73	02/19/2026
Total General:				254.68	
Total Fleet Management:				254.68	
<b>Sponsorship</b>					
<b>General</b>					
VERIZON WIRELESS	VERIZON WIRELESS	101-4198-42800 Utilites	Phones/Internet Feb 2026	39.73	02/19/2026
Total General:				39.73	
Total Sponsorship:				39.73	
<b>Rally Department</b>					
<b>General</b>					
VERIZON WIRELESS	VERIZON WIRELESS	101-4199-42800 Utilities--Rally	Phones/Internet Feb 2026	39.73	02/19/2026
Total General:				39.73	
Total Rally Department:				39.73	
<b>Police</b>					
<b>General</b>					
AT&T MOBILITY	AT&T MOBILITY	101-4211-42800 Utilities	Cell Phones Feb 2026	1,360.33	02/15/2026
VERIZON WIRELESS	VERIZON WIRELESS	101-4211-42800 Utilities	Phones/Internet Feb 2026	40.04	02/19/2026
Total General:				1,400.37	
Total Police:				1,400.37	
<b>Animal Shelter</b>					
<b>General</b>					
VERIZON WIRELESS	VERIZON WIRELESS	101-4212-42800 Utilities	Phones/Internet Feb 2026	79.46	02/19/2026

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
Total General:				79.46	
Total Animal Shelter:				79.46	
<b>Fire</b>					
<b>General</b>					
NORTH CENTRAL INTERNATIONAL, INC.	NORTH CENTRAL INTERNATIONAL, IN	101-4229-42500 Repairs & Maintenance	MOTOR WORK ON TENDER #5	955.10	01/31/2026
WATEROUS COMPANY	WATEROUS COMPANY	101-4229-42500 Repairs & Maintenance	PACKIN REPLACEMENT KIT	367.79	01/20/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	101-4229-42600 Supplies & Materials	Split distribution	18.00	01/06/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	101-4229-42600 Supplies & Materials	Split distribution	3.50	01/06/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	101-4229-42600 Supplies & Materials	Split distribution	21.50	01/20/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	101-4229-42600 Supplies & Materials	Split distribution	14.50	02/03/2026
Total General:				1,380.39	
Total Fire:				1,380.39	
<b>Streets</b>					
<b>General</b>					
SANFORD HEALTH OCCMED	SANFORD HEALTH OCCMED	101-4311-42200 Professional Fees	Drug Testing K. Aga	70.00	02/17/2026
SANFORD HEALTH OCCMED	SANFORD HEALTH OCCMED	101-4311-42200 Professional Fees	Drug testing D. Wagner & J. Williamson	70.00	02/17/2026
STURGIS ACE HARDWARE #1	STURGIS ACE HARDWARE #1	101-4311-42500 Repairs & Maintenance	Rust prevention #123	10.06	02/18/2026
STURGIS NAPA	STURGIS NAPA	101-4311-42500 Repairs & Maintenance	Windshd wash fluid (6) & fasher #123	42.23	02/09/2026
STURGIS NAPA	STURGIS NAPA	101-4311-42500 Repairs & Maintenance	Outer tie rod end #123	41.24	02/10/2026
STURGIS NAPA	STURGIS NAPA	101-4311-42500 Repairs & Maintenance	Ball joint #123	121.10	02/10/2026
STURGIS NAPA	STURGIS NAPA	101-4311-42500 Repairs & Maintenance	4 caliper bolts #123	28.76	02/06/2026
STURGIS NAPA	STURGIS NAPA	101-4311-42500 Repairs & Maintenance	Wheel (silver) paint over rust repair #123	14.49	02/18/2026
STURGIS NAPA	STURGIS NAPA	101-4311-42500 Repairs & Maintenance	18 month battery #26	175.65	02/19/2026
STURGIS NAPA	STURGIS NAPA	101-4311-42500 Repairs & Maintenance	Battery Core credit #26	27.00-	02/19/2026
CBH COOPERATIVE #112407	CBH COOPERATIVE #112407	101-4311-42600 Supplies & Materials	Bulk 85 Octane & Road Diesel	3,230.97	02/23/2026
CBH COOPERATIVE #920771	CBH COOPERATIVE #920771	101-4311-42600 Supplies & Materials	4 2.5 gallon oil	223.96	02/10/2026
AT&T MOBILITY	AT&T MOBILITY	101-4311-42800 Utilities	Cell Phones Feb 2026	51.57	02/15/2026
Total General:				4,053.03	
<b>Capital Improvement</b>					
ADVANCED ENGINEERING & ENVIRONMENT	ADVANCED ENGINEERING & ENVIRO	212-4311-43700 Capital Improvement	Moose Drive Reconstruction	6,400.00	02/10/2026
Total Capital Improvement:				6,400.00	

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
Total Streets:				10,453.03	
<b>Sanitary Service</b>					
<b>Sanitary Service</b>					
SANFORD HEALTH OCCMED	SANFORD HEALTH OCCMED	612-4323-42200 Professional Fees	Drug Testing J Johnson	70.00	02/17/2026
SANFORD HEALTH OCCMED	SANFORD HEALTH OCCMED	612-4323-42200 Professional Fees	Drug testing W. Coacher	35.00	02/17/2026
SWANA	SWANA	612-4323-42200 Professional Fees	R. Bush Membership	255.00	02/21/2026
OWENS INTERSTATE SALES INC.	OWENS INTERSTATE SALES INC.	612-4323-42500 Repairs & Maintenance	Mini lamps #74	2.22	02/11/2026
OWENS INTERSTATE SALES INC.	OWENS INTERSTATE SALES INC.	612-4323-42500 Repairs & Maintenance	Flush mount LED # 74	30.99	02/12/2026
STURGIS NAPA	STURGIS NAPA	612-4323-42500 Repairs & Maintenance	Flush mount LED #123 (4)	128.52	02/11/2026
CBH COOPERATIVE #920771	CBH COOPERATIVE #920771	612-4323-42600 Supplies & Materials	Fuel at Rubble site	550.00	02/13/2026
OWENS INTERSTATE SALES INC.	OWENS INTERSTATE SALES INC.	612-4323-42600 Supplies & Materials	HD oil & air filter #74	96.56	02/11/2026
OWENS INTERSTATE SALES INC.	OWENS INTERSTATE SALES INC.	612-4323-42600 Supplies & Materials	HD 2 air, 2 fuel & oil filter #70	124.25	02/11/2026
OWENS INTERSTATE SALES INC.	OWENS INTERSTATE SALES INC.	612-4323-42600 Supplies & Materials	Fuel filter #84	33.37	02/20/2026
VERIZON WIRELESS	VERIZON WIRELESS	612-4323-42800 Utilities	Phones/Internet Feb 2026	79.74	02/19/2026
Total Sanitary Service:				1,405.65	
Total Sanitary Service:				1,405.65	
<b>Wastewater Facilities</b>					
<b>Wastewater Facilities</b>					
SANFORD HEALTH OCCMED	SANFORD HEALTH OCCMED	604-4325-42200 Professional Fees	Drug Testing M. Kautz	70.00	02/17/2026
ZENON ENVIRONMENTAL CORPORATION	ZENON ENVIRONMENTAL CORPORAT	604-4325-42200 Professional Fees	Annual service agreement - monitoring WWTP	9,325.65	02/13/2026
CRUM ELECTRIC SUPPLY CO.	CRUM ELECTRIC SUPPLY CO.	604-4325-42500 Repairs & Maintenance	4 fuses for compressors at WWTP	100.56	02/20/2026
INLAND TRUCK PARTS	INLAND TRUCK PARTS	604-4325-42500 Repairs & Maintenance	Coolant for generator at WWTP	489.04	02/18/2026
STURGIS NAPA	STURGIS NAPA	604-4325-42500 Repairs & Maintenance	Blower motor assembly & resistor #124	127.51	02/18/2026
STERN OIL CO, INC	STERN OIL CO, INC	604-4325-42600 Supplies & Materials	Pump oil for perm. pumps at WWTP	155.71	02/18/2026
AT&T MOBILITY	AT&T MOBILITY	604-4325-42800 Utilities	Cell Phones Feb 2026	144.61	02/15/2026
VERIZON WIRELESS	VERIZON WIRELESS	604-4325-42800 Utilities	Phones/Internet Feb 2026	85.35	02/19/2026
ADVANCED ENGINEERING & ENVIRONMENT	ADVANCED ENGINEERING & ENVIRO	604-4325-43700 Capital Improvement	North Trunk Sewer Line	846.00	02/10/2026
ADVANCED ENGINEERING & ENVIRONMENT	ADVANCED ENGINEERING & ENVIRO	604-4325-43700 Capital Improvement	Dudley Corridor Replacement	2,501.00	02/10/2026
ADVANCED ENGINEERING & ENVIRONMENT	ADVANCED ENGINEERING & ENVIRO	604-4325-43700 Capital Improvement	Dudley Corridor Sliplining	3,599.00	02/10/2026
DAKOTA REDI-MIX, INC.	DAKOTA REDI-MIX, INC.	604-4325-43700 Capital Improvement	North Trunk Line	197,870.44	02/11/2026
Total Wastewater Facilities:				215,314.87	
Total Wastewater Facilities:				215,314.87	

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
<b>Water System Operations</b>					
AAA COLLECTIONS, INC.	AAA COLLECTIONS, INC.	602-4330-42200 Professional Fees	Collection fees Jan 2026	160.17	01/31/2026
gWorks	gWorks	602-4330-42200 Professional Fees	Cloud operation for orders & tracking	6,527.75	02/11/2026
MIDCONTINENT TESTING LAB, INC.	MIDCONTINENT TESTING LAB, INC.	602-4330-42200 Professional Fees	Testing 10 locations	266.00	02/09/2026
ONSOLVE, LLC	ONSOLVE, LLC	602-4330-42200 Professional Fees	Code Red	3,696.00	01/28/2026
SANFORD HEALTH OCCMED	SANFORD HEALTH OCCMED	602-4330-42200 Professional Fees	Drug Testing D. Gilbert & B. Ager	140.00	02/17/2026
UTILITY SERVICE CO INC	UTILITY SERVICE CO INC	602-4330-42200 Professional Fees	Ground storage North tank	16,515.71	02/01/2026
HAWKINS, INC.	HAWKINS, INC.	602-4330-42600 Supplies & Materials	Chlorine cylinder rental	150.00	02/15/2026
PETTY CASH	PETTY CASH	602-4330-42600 Supplies & Materials	Reimburse for postage	11.16	02/24/2026
AT&T MOBILITY	AT&T MOBILITY	602-4330-42800 Utilities	Cell Phones Feb 2026	97.88	02/15/2026
VERIZON WIRELESS	VERIZON WIRELESS	602-4330-42800 Utilities	Phones/Internet Feb 2026	139.21	02/19/2026
Total Water System Operations:				27,703.88	
Total Water System Operations:				27,703.88	
<b>Airport</b>					
<b>General</b>					
BURNHAM, ROGER	BURNHAM, ROGER	101-4350-42200 Professional Fees	CONTRACT MARCH 2026	4,847.83	03/02/2026
SYNTECH	SYNTECH	101-4350-42200 Professional Fees	Fuelmaster Limited Maintenance 02/21/2026 to 02/20/2027	550.00	02/13/2026
Total General:				5,397.83	
Total Airport:				5,397.83	
<b>Ambulance</b>					
BLACKHILLS.COM	BLACKHILLS.COM	644-4460-42200 Professional Fees	HIPPA COMPLIANT SERVER	476.00	02/21/2026
IMAGE TREND INC.	IMAGE TREND INC.	644-4460-42200 Professional Fees	EMS EMR	1,407.58	02/17/2026
LEWIS, DR. SARAH	LEWIS, DR. SARAH	644-4460-42200 Professional Fees	CONTRACT MAR 2026	500.00	03/02/2026
MONUMENT HEALTH RAPID CITY HOSPITAL	MONUMENT HEALTH RAPID CITY HO	644-4460-42200 Professional Fees	INMATE TESTING	26.70	02/03/2026
POINTCLICKCARE TECHNOLOGIES, INC.	POINTCLICKCARE TECHNOLOGIES, I	644-4460-42200 Professional Fees	QUICKMAR FOR THE JAIL	540.00	01/31/2026
CENTURY BUSINESS PRODUCTS, INC	CENTURY BUSINESS PRODUCTS, INC	644-4460-42400 Rental	COPIER RENTAL	104.66	12/11/2025
MARCO TECHNOLOGIES LLC. NW 7128	MARCO TECHNOLOGIES LLC. NW 712	644-4460-42400 Rental	COPIER RENTAL	111.39	02/12/2026
STURGIS NAPA	STURGIS NAPA	644-4460-42500 Repairs & Maintenance	BULBS FOR TAHOE	4.01	02/19/2026
A & B WELDING CO, INC.	A & B WELDING CO, INC.	644-4460-42600 Supplies & Materials	MEDICAL GAS	532.95	12/20/2025
A & B WELDING CO, INC.	A & B WELDING CO, INC.	644-4460-42600 Supplies & Materials	MEDICAL GAS	612.50	01/20/2026
A & B WELDING CO, INC.	A & B WELDING CO, INC.	644-4460-42600 Supplies & Materials	MEDICAL GAS	123.59-	12/02/2025
A & B WELDING CO, INC.	A & B WELDING CO, INC.	644-4460-42600 Supplies & Materials	MEDICAL GAS	153.78-	01/14/2026
A & B WELDING CO, INC.	A & B WELDING CO, INC.	644-4460-42600 Supplies & Materials	MEDICAL GAS SERVICE CHARGE	3.54-	01/31/2026
A & B WELDING CO, INC.	A & B WELDING CO, INC.	644-4460-42600 Supplies & Materials	MEDICAL GAS	51.35-	02/04/2026

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	644-4460-42600 Supplies & Materials	Split distribution	18.00	01/06/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	644-4460-42600 Supplies & Materials	Split distribution	3.50	01/06/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	644-4460-42600 Supplies & Materials	Split distribution	21.50	01/20/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	644-4460-42600 Supplies & Materials	Split distribution	14.50	02/03/2026
ECOLAB PEST ELIMINATOR DIV	ECOLAB PEST ELIMINATOR DIV	644-4460-42600 Supplies & Materials	PESTCONTROL	109.40	02/12/2026
PETTY CASH	PETTY CASH	644-4460-42600 Supplies & Materials	Reimburse for title fee	12.00	02/24/2026
SERVALL TOWEL & LINEN	SERVALL TOWEL & LINEN	644-4460-42600 Supplies & Materials	CLEANING SUPPLIES	80.73	02/24/2026
VERIZON WIRELESS	VERIZON WIRELESS	644-4460-42800 Utilities	Phones/Internet Feb 2026	180.18	02/19/2026
Total Ambulance:				4,423.34	
Total Ambulance:				4,423.34	
<b>Community Center</b>					
<b>General</b>					
RUNNINGS SUPPLY INC	RUNNINGS SUPPLY INC	101-4511-42500 Repairs & Maintenance	cable/weight room repairs	44.39	02/19/2026
STURGIS ACE HARDWARE #3	STURGIS ACE HARDWARE #3	101-4511-42500 Repairs & Maintenance	hinges/foam pads/fasteners	37.57	02/18/2026
STURGIS ACE HARDWARE #3	STURGIS ACE HARDWARE #3	101-4511-42500 Repairs & Maintenance	Gorilla tape	9.59	02/18/2026
VAN METER INC ACCTS REC	VAN METER INC ACCTS REC	101-4511-42500 Repairs & Maintenance	Lights in pool area	432.82	02/18/2026
BLACK HILLS CHEMICAL	BLACK HILLS CHEMICAL	101-4511-42600 Supplies & Materials	Accutabs/acid magic/Chlorine	1,460.53	02/12/2026
RUSHMORE OFFICE SUPPLY	RUSHMORE OFFICE SUPPLY	101-4511-42600 Supplies & Materials	Pens/sharpies/file folders/whiteout/bands	85.20	02/18/2026
VERIZON WIRELESS	VERIZON WIRELESS	101-4511-42800 Utilities	Phones/Internet Feb 2026	39.73	02/19/2026
K T CONNECTIONS, INC.	K T CONNECTIONS, INC.	101-4511-45200 Merchandise for Resal	24/7 key fobs	699.00	02/19/2026
Total General:				2,808.83	
Total Community Center:				2,808.83	
<b>Park</b>					
<b>General</b>					
SANFORD HEALTH OCCMED	SANFORD HEALTH OCCMED	101-4520-42200 Professional Fees	Drug testing T. Paddock	35.00	02/17/2026
POWERPLAN	POWERPLAN	101-4520-42500 Repairs & Maintenance	Bushing for mower	18.44	02/11/2026
STURGIS ACE HARDWARE #1	STURGIS ACE HARDWARE #1	101-4520-42500 Repairs & Maintenance	Threshold for shed door at Ft Meade Girls softball fds	69.98	02/11/2026
STURGIS NAPA	STURGIS NAPA	101-4520-42500 Repairs & Maintenance	Fitting #77 (mower)	1.54	02/10/2026
BLACK HILLS CHEMICAL	BLACK HILLS CHEMICAL	101-4520-42600 Supplies & Materials	TP & paper towels	222.54	02/12/2026
VERIZON WIRELESS	VERIZON WIRELESS	101-4520-42800 Utilities	Phones/Internet Feb 2026	39.73	02/19/2026
Total General:				387.23	
Total Park:				387.23	

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
<b>Library</b>					
<b>General</b>					
CENGAGE LEARNING, INC / GALE	CENGAGE LEARNING, INC / GALE	101-4551-42600 Supplies & Materials	Large Print Books	26.24	02/10/2026
EBSCO SUBSCRIPTION SERVICE	EBSCO SUBSCRIPTION SERVICE	101-4551-42600 Supplies & Materials	Subscription	22.00	02/13/2026
EBSCO SUBSCRIPTION SERVICE	EBSCO SUBSCRIPTION SERVICE	101-4551-42600 Supplies & Materials	Subscription-WSJ	786.24	01/31/2026
GREY HOUSE PUBLISHING	GREY HOUSE PUBLISHING	101-4551-42600 Supplies & Materials	Resource Guide	180.50	01/27/2026
INGRAM LIBRARY SERVICES	INGRAM LIBRARY SERVICES	101-4551-42600 Supplies & Materials	Juve Books	274.72	02/06/2026
INGRAM LIBRARY SERVICES	INGRAM LIBRARY SERVICES	101-4551-42600 Supplies & Materials	Adult Books	360.61	02/12/2026
INGRAM LIBRARY SERVICES	INGRAM LIBRARY SERVICES	101-4551-42600 Supplies & Materials	Teen Books	99.52	02/12/2026
LYNN'S DAKOTAMART-STURGIS	LYNN'S DAKOTAMART-STURGIS	101-4551-42600 Supplies & Materials	Program Supplies	34.51	02/18/2026
Total General:				1,784.34	
Total Library:				1,784.34	
<b>Liquor</b>					
RUSHMORE OFFICE SUPPLY	RUSHMORE OFFICE SUPPLY	601-4990-42600 Supplies & Materials	Tape	27.00	02/20/2026
SERVALL TOWEL & LINEN	SERVALL TOWEL & LINEN	601-4990-42600 Supplies & Materials	towels, mops, mats	195.44	12/30/2025
STURGIS ACE HARDWARE #3	STURGIS ACE HARDWARE #3	601-4990-42600 Supplies & Materials	Engraving Supplies	15.99	02/20/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42620 Off Sale Liquor	credit to liquor	27.10-	02/17/2026
BLACKFORK SPIRITS LLC	BLACKFORK SPIRITS LLC	601-4990-42620 Off Sale Liquor	Liquor	546.12	02/16/2026
CASK & CORK	CASK & CORK	601-4990-42620 Off Sale Liquor	Liquor	160.46	02/10/2026
CASK & CORK	CASK & CORK	601-4990-42620 Off Sale Liquor	Liquor	104.96	02/10/2026
CASK & CORK	CASK & CORK	601-4990-42620 Off Sale Liquor	Wine	249.00	02/17/2026
JOHNSON WESTERN WHOLESAL	JOHNSON WESTERN WHOLESAL	601-4990-42620 Off Sale Liquor	Liquor	12,684.50	02/11/2026
JOHNSON WESTERN WHOLESAL	JOHNSON WESTERN WHOLESAL	601-4990-42620 Off Sale Liquor	Liquor	16,041.15	02/18/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42620 Off Sale Liquor	Liquor	197.90	02/09/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42620 Off Sale Liquor	Liquor	1,430.30	02/12/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42620 Off Sale Liquor	Liquor	347.00	02/12/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42620 Off Sale Liquor	Liquor	85.50	02/19/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42620 Off Sale Liquor	Liquor	57.40	02/16/2026
REPUBLIC BEVERAGE COMPANY	REPUBLIC BEVERAGE COMPANY	601-4990-42620 Off Sale Liquor	Liquor	5,534.47	02/11/2026
REPUBLIC BEVERAGE COMPANY	REPUBLIC BEVERAGE COMPANY	601-4990-42620 Off Sale Liquor	Liquor	3,996.30	02/18/2026
REPUBLIC BEVERAGE COMPANY	REPUBLIC BEVERAGE COMPANY	601-4990-42620 Off Sale Liquor	credit to liquor	234.80-	02/11/2026
SOUTHERN GLAZER'S OF SD	SOUTHERN GLAZER'S OF SD	601-4990-42620 Off Sale Liquor	credit to liquor	62.96-	02/02/2026
SOUTHERN GLAZER'S OF SD	SOUTHERN GLAZER'S OF SD	601-4990-42620 Off Sale Liquor	Liquor	1,161.68	02/11/2026
SOUTHERN GLAZER'S OF SD	SOUTHERN GLAZER'S OF SD	601-4990-42620 Off Sale Liquor	Liquor	2,415.48	02/11/2026
SOUTHERN GLAZER'S OF SD	SOUTHERN GLAZER'S OF SD	601-4990-42620 Off Sale Liquor	Liquor	3,743.53	02/18/2026
CASH-WA DISTRIBUTING, INC.	CASH-WA DISTRIBUTING, INC.	601-4990-42640 Snacks for Resale	Snacks	80.45	02/10/2026
DAKOTA'S BEST	DAKOTA'S BEST	601-4990-42640 Snacks for Resale	Snacks	234.50	02/19/2026

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42650 Pop for Resale	Pop	247.60	02/17/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	601-4990-42650 Pop for Resale	Pop	21.50	11/24/2025
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	601-4990-42650 Pop for Resale	Pop	232.00	02/09/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	601-4990-42650 Pop for Resale	credit to pop	21.50-	02/17/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	601-4990-42650 Pop for Resale	Pop	475.50	02/17/2026
COCA COLA BOTTLING COMPANY HIGH CO	COCA COLA BOTTLING COMPANY HI	601-4990-42650 Pop for Resale	Pop	5.00	02/17/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42650 Pop for Resale	Pop	21.00	02/19/2026
VOSS DISTRIBUTING	VOSS DISTRIBUTING	601-4990-42650 Pop for Resale	Pop	157.42	02/18/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42660 Off Sale Beer	Beer	1,431.75	02/06/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42660 Off Sale Beer	credit to beer	20.50-	02/06/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42660 Off Sale Beer	Beer	2,887.45	02/10/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42660 Off Sale Beer	Beer	54.20	02/10/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42660 Off Sale Beer	credit to beer	64.00-	02/10/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42660 Off Sale Beer	Beer	2,875.35	02/13/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42660 Off Sale Beer	Beer	5,191.75	02/17/2026
ADMIRAL BEVERAGE CORP	ADMIRAL BEVERAGE CORP	601-4990-42660 Off Sale Beer	Beer	727.55	02/20/2026
JOHNSON WESTERN WHOLESale	JOHNSON WESTERN WHOLESale	601-4990-42660 Off Sale Beer	Beer	104.25	02/11/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42660 Off Sale Beer	Beer	2,201.84	02/09/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42660 Off Sale Beer	Beer	2,913.44	02/12/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42660 Off Sale Beer	Beer	60.00	02/12/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42660 Off Sale Beer	Beer	4,817.20	02/16/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42660 Off Sale Beer	Beer	2,299.88	02/19/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42660 Off Sale Beer	credit to beer	175.96-	02/16/2026
QUALITY BRANDS OF THE BLACK HILLS	QUALITY BRANDS OF THE BLACK HIL	601-4990-42660 Off Sale Beer	Beer	97.25	02/18/2026
SAWYER BREWING CO	SAWYER BREWING CO	601-4990-42660 Off Sale Beer	Beer	126.00	02/12/2026
SAWYER BREWING CO	SAWYER BREWING CO	601-4990-42660 Off Sale Beer	Beer	118.00	02/19/2026
VERIZON WIRELESS	VERIZON WIRELESS	601-4990-42800 Utilities	Phones/Internet Feb 2026	39.73	02/19/2026
CASH-WA DISTRIBUTING, INC.	CASH-WA DISTRIBUTING, INC.	601-4990-45200 Merchandise for Resal	Roloids	16.72	02/10/2026
CASH-WA DISTRIBUTING, INC.	CASH-WA DISTRIBUTING, INC.	601-4990-45200 Merchandise for Resal	Fee to be refunded	50.00	02/10/2026
CASH-WA DISTRIBUTING, INC.	CASH-WA DISTRIBUTING, INC.	601-4990-45200 Merchandise for Resal	credit to fees	50.00-	02/11/2026
CASK & CORK	CASK & CORK	601-4990-45200 Merchandise for Resal	other tobacco	130.00	02/06/2026
CASK & CORK	CASK & CORK	601-4990-45200 Merchandise for Resal	Other tobacco/drinks	536.65	02/10/2026
CASK & CORK	CASK & CORK	601-4990-45200 Merchandise for Resal	Other drinks & tobacco	603.31	02/17/2026
CASK & CORK	CASK & CORK	601-4990-45200 Merchandise for Resal	Other tobacco	56.00	02/17/2026
CASH-WA DISTRIBUTING, INC.	CASH-WA DISTRIBUTING, INC.	601-4990-45210 Cigarettes for Resale	Cigarettes	545.78	02/10/2026
DAKOTA'S BEST	DAKOTA'S BEST	601-4990-45210 Cigarettes for Resale	Cigarettes	72.50	02/19/2026
CASH-WA DISTRIBUTING, INC.	CASH-WA DISTRIBUTING, INC.	601-4990-45220 Tobacco for Resale	Tobacco	81.59	02/10/2026
Total Liquor:				77,850.52	

Vendor Name	Merchant Name	GL Account and Title	Description	Net Invoice Amount	Invoice Date
Total Liquor:				77,850.52	
<b>Misc Expenditures</b>					
<b>Special Sales Tax</b>					
STURGIS ECONOMIC DEVELOPMENT CORP.	STURGIS ECONOMIC DEVELOPMENT	211-9000-46510 Sturgis Economic Dev	CONTRACT MAR 2026	5,000.00	03/02/2026
STURGIS AREA CHAMBER OF COMMERCE	STURGIS AREA CHAMBER OF COMM	211-9000-46520 Sturgis Area Chamber	CONTRACT MAR 2026	6,818.00	03/02/2026
Total Special Sales Tax:				11,818.00	
<b>Capital Improvement</b>					
JEO CONSULTING GROUP	JEO CONSULTING GROUP	212-9000-43300 Improvements	Safe Streets for All	5,291.25	02/20/2026
Total Capital Improvement:				5,291.25	
<b>Hotel Occupancy Tax District</b>					
QUIK SIGNS	QUIK SIGNS	214-9000-42900 Other	Request to pay from BID board	174.35	12/30/2025
Total Hotel Occupancy Tax District:				174.35	
Total Misc Expenditures:				17,283.60	
Grand Totals:				375,484.41	

February 27, 2026

Updated 02/26/2026

Mayor & Council	101-4111	\$	4,825.38
Attorney	101-4141	\$	3,871.80
Finance	101-4142	\$	10,136.40
HR	101-4143	\$	3,293.36
City Admin	101-4144	\$	8,196.95
Buildings	101-4192	\$	1,970.84
Custodial	101-4193	\$	3,340.30
Engineering	101-4194	\$	-
Planning & Permitting	101-4196	\$	1,273.00
Fleet	101-4197	\$	8,020.25
Sponsorship	101-4198	\$	3,098.37
Rally	101-4199	\$	-
Police	101-4211	\$	55,466.61
Animal Shelter	101-4212	\$	4,694.02
Fire Dept	101-4229	\$	100.35
Streets	101-4311	\$	15,299.07
Cemetery	101-4370	\$	442.22
Community Center	101-4511	\$	10,811.11
Recreation	101-4512	\$	3,842.21
Parks	101-4520	\$	15,822.53
Library	101-4551	\$	11,471.32
Auditorium	101-4560	\$	-
Special Sales Tax	211-9000	\$	-
Downtown BID	213-4195	\$	-
Liquor	601-4990	\$	8,985.89
Water	602-4330	\$	13,741.66
Wastewater	604-4325	\$	14,535.23
Sanitary Service	612-4323	\$	17,301.43
Ambulance	644-4460	\$	44,928.23
		\$	<u>265,468.53</u>
	<b>SS</b>	\$	15,278.15
	<b>MED</b>	\$	3,573.20
	<b>FWT</b>	\$	<u>19,291.18</u>
		\$	38,142.53
			<b>Grand Total</b>
			<b>\$303,611.06</b>

**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration of Proposed Residential Camping Ordinance forwarded by Ordinance Advisory Committee

**Prepared By:** Kevin Forrester, Mayor

### **BACKGROUND INFORMATION:**

On February 17, 2026, the City Council considered a revised Residential Camping Ordinance recommended by the Ordinance Committee. During the meeting, the Council received extensive public comment from City residents and other interested parties regarding residential camping, particularly as it relates to the annual motorcycle rally.

Following discussion, the City Council voted to table the revised Residential Camping Ordinance for further consideration at the March 2, 2026, Council meeting.

### **DISCUSSION:**

Over the past two weeks, individual City Council member have engaged in significant discussions with residents and other interested parties. In addition, Mayor Forrester has had extensive discussions with City staff and individual Council members in an effort to identify a workable solution regarding residential camping. The mayor's goal is to develop a balanced approach—one that is not overly burdensome to property owners or their neighbors, while also providing reasonable standards that protect the safety, health, and welfare of residents and visitors.

Based on these discussions, the following actions are presented for Council consideration:

1. **Take no action at this time.** This will allow the Mayor further time to develop a recommendation as to whether the Ordinance Committee's proposed framework can be modified to strike a better balance, informed by his discussions with individual council members members and city staff, with continued input from residents and other interested parties. (Executive leadership).
2. **Motion to appoint a standing committee or ad hoc committee** to review the revised Residential Camping Ordinance and present a revised/new recommendation for Council consideration.

**Legal consideration:** In the absence of legislative action by the City Council to amend, repeal, or replace the existing ordinance, the authority to determine whether, how, and to what extent the current ordinance is enforced rests with the Mayor pursuant to state law.

### **ATTACHMENTS:**

[Residential Camping Ordinance Revision Report from Feb 17, 2026](#)

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - Feb 27 2026

**Meeting Date:** City Council - Feb 17 2026

**Agenda Item:** Consideration of Proposed Residential Camping Ordinance forwarded by Ordinance Advisory Committee

**Prepared By:** Eric Davis, City Attorney

### **DISCUSSION:**

On May 19, 2025, the Sturgis City Council created the City Ordinance Advisory Committee by Resolution 2025-25. The Committee is comprised of four elected councilmembers (Jim Thompson, Ruth Nichols, Nick Jones, and Jesse Blakeman) and two members of the public (Bob Haivala and Steve Anders).

The Committee has met four times to date (11/18/25, 12/9/25, 1/13/26, and 2/10/26). Pursuant to direction by the City Council, the Committee's efforts to date have been primarily focused on the recodification project and on the residential camping ordinance. At each of its meetings, the Committee discussed and workshopped the framework of a new residential camping ordinance, which the committee now presents to the City Council for its consideration and potential action.

The Committee understands the scope of the issue to be primarily that the City's existing posture toward residential camping (particularly during the Rally, but also outside the Rally) has not been uniformly or consistently enforced in practice, which has created confusion for residents, uneven outcomes across neighborhoods, and an ordinance framework that is difficult to administer consistently. The Committee has worked closely with City staff to evaluate what is realistically enforceable during peak-demand periods and to identify a long-term approach which reduces reliance on ad hoc decision-making and complaint-by-complaint improvisation and is aligned with the interests of the South Dakota Department of Health.

Based on City Council feedback and Committee discussion, the Committee's objective has been to shape an ordinance that provides reasonable health, safety, and welfare protections through a simple and effective administrative scheme, while allowing Sturgis residents to provide camping accommodations to visitors of the Sturgis Motorcycle Rally and other events. The Committee's recommendation is a repeal-and-replace of Chapter 91 that establishes a two-track structure distinguishing low-intensity private camping from paid or advertised camping, with clear thresholds that trigger permitting. For private, non-public camping (friends and family), the proposal allows up to two camping units, ten individual campers, and ten days per year by right, with limited administrative flexibility for the City Administrator to extend up to twenty days for special circumstances when a complete plan is provided and site-specific impacts can be avoided or mitigated. For paid or advertised camping, the proposal allows the same baseline activity by right, but requires a permit for higher-intensity activity above the by-right threshold, with defined caps and conditions that scale oversight with intensity.

The proposed permit scheme is designed to be practical for applicants and administrable for staff. It is centered on a required and individualized "camping plan" submittal so that the City can evaluate

basic life-safety, sanitation, and neighborhood-compatibility requirements in a predictable way. The Committee's working draft requires site layout information and compliance commitments addressing setbacks and containment, maximum lot-usage limits (including a cap on the portion of the yard that may be devoted to camping), sanitation and restroom access, wastewater/graywater handling, garbage service, parking, fire safety measures, potable water availability, emergency access, and guest record-keeping to support emergency response and compliance tracking. The framework also authorizes the City Administrator to impose reasonable conditions and includes suspension/revocation tools and an appeal path to the Board of Adjustment for denials or enforcement actions, so that the program has structure and due process without becoming cumbersome.

Throughout its work, the Committee has weighed the interests of residents who want to provide camping accommodations against neighborhood concerns and compatibility. In doing so, the Committee has been guided by staff feedback regarding complaint-driven enforcement and the practical limits on real-time interventions during the Rally.

The Committee believes the draft ordinance forwarded to the City Council reflects a workable "sweet spot." It creates a clear framework for residents, neighbors, and staff by defining what activity is allowed by right, what requires a permit, and what standards apply in all cases. It is intended to reduce confusion, improve fairness and consistency, and protect public health and safety through objective requirements that can be administered during the Rally and enforced throughout the year. For these reasons, the Committee respectfully forwards the proposed residential camping ordinance to the City Council for consideration and for any public comment the Council wishes to receive before final legislative action.

*/s/ Bob Haivala*

Chair, Sturgis Ordinance Advisory Committee

**BUDGET IMPACT:**

n/a

**RECOMMENDATION:**

Discuss and consider setting first reading of the Residential Camping Ordinance

**ATTACHMENTS:**

[Draft Residential Camping Infographic - 2-17-26](#)

[Draft Residential Camping Ordinance - 2-17-26](#)

[Mayor Letter to CC re Residential Camping Ordinance - 2-17-26](#)

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - Feb 13 2026

# Sturgis Proposed Residential Camping Ordinance

## Ordinance Committee Draft - February 17, 2026

### Who this applies to

**Owner-occupied, single-family homes only.** The owner must live there as a primary residence. This chapter does not authorize camping on vacant lots, multi-family property, HOA common areas, or properties used primarily as short-term rentals.

### Allowed by right

#### Private camping

(friends/family, no payment):

- Up to 2 camping units
- Up to 10 campers
- Up to 10 calendar days per year (per parcel)

#### Public (paid/advertised) camping:

- Up to 2 camping units
- Up to 10 campers
- Up to 10 calendar days per year (per parcel)

**Calendar Day rule:** Any day with camping during the Overnight Period (10:00 p.m. - 6:00 a.m.) counts.

### Permit required

**Public (paid/advertised) camping above the by-right limits** requires a **Residential Camping Permit**.

#### With a permit, up to:

- 10 camping units
- 25 campers

#### Days allowed with a permit:

- 10 calendar days per year (no sales tax license)
- Up to 20 calendar days per year (with sales tax license)
- Max 14 consecutive days per camping period

#### Private camping extension:

Request up to **20 total** calendar days per year (camping plan required).

### Not allowed

#### Examples:

- Camping on vacant lots or non-owner-occupied property
- Camping at multi-family properties or HOA common areas
- Using property primarily as a short-term rental for camping
- Encroaching into sidewalks, streets, alleys, or other public areas
- Exceeding unit/camper/day limits **without the required permit**

### Key rules that apply to all residential camping

- Keep camping on the property, within applicable setbacks, and out of rights-of-way.
- Camping area cannot cover more than **50% of yard space**.
- Do not block driveways, exits, or utility access; maintain emergency access and keep hydrants clear.
- Provide adequate restrooms, wastewater/graywater disposal, and garbage containment/cleanup.
- Follow City noise rules and provide adequate off-street parking.
- Follow fire safety requirements (including extinguishers) and provide potable water.
- Keep a guest record (name and phone number) for one year.

# How permits work + how to stay in compliance

What to submit, when to submit, and how the rules are enforced (draft summary).

## If you need a permit: what to submit

### Camping Plan checklist:

- Simple site map (boundaries, setbacks, structures, camping area)
- Number and placement of camping units; max campers
- Access plan (ingress/egress + emergency access)
- Parking plan and garbage plan
- Restroom/sanitation plan (home sewer and/or portable toilets + provider)
- Potable water plan
- Fire safety plan (extinguishers and access considerations)
- Confirmation camping area is within the 50% Yard Space limit
- Noise acknowledgment
- Sales tax license copy (only if requesting up to 20 days/year for paid camping)

## Application deadlines + review

**Rally camping:** Applications for camping intended to occur during the official dates of the Sturgis Motorcycle Rally (as established by the City Council) must be received by the City by **June 15** (or the next business day if City offices are closed).

**Other camping:** Applications must be received at least **30 days** before the first Calendar Day camping will occur.

**City Administrator review:** The City Administrator may approve, approve with conditions, or deny a permit based on whether the plan shows compliance with access, sanitation, parking, fire safety, water, and other health and safety standards.

## Common scenarios

### Allowed by right

Family visits in 1 RV for 3 nights. No payment. Within limits. Meets standards.

### Allowed by right

2 paid RV spots for 7 days. 10 or fewer campers. 10 or fewer days/year. Meets standards.

### Permit required

4 RV spots during Rally. More than 2 tents. Submit by June 15. Camping Plan required.

### Not allowed

Camping on a vacant lot. Or on a non-owner-occupied/STR property. Or encroaching into the right-of-way.

**Enforcement and penalties:** Violations are misdemeanors. Each Calendar Day of a violation may be treated as a separate offense. Fine schedule (per parcel per calendar year): **\$100** first violation, **\$250** second, **\$500** third and each subsequent violation. Permit may be revoked for violation.

**Appeal:** Certain City Administrator permit decisions may be appealed to the Board of Adjustment (see ordinance for details).

**ORDINANCE NO. 2026-\_\_**

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 91, “TEMPORARY CAMPING AT A RESIDENCE WITHIN THE CITY,” IN ITS ENTIRETY**

**WHEREAS**, the City Council previously enacted regulations governing temporary camping at residences within the City, including amendments adopted by Ordinance 2021-10, to address temporary residential camping activity occurring on private residential property; and

**WHEREAS**, the City Council finds that the prior regulatory framework generally limited new public paid camping on residential parcels to one camping unit, absent state licensing, and established additional operational requirements intended to protect public health and safety; and

**WHEREAS**, the City Council finds that, over time, temporary residential camping activity has evolved in scale, intensity, and commercialization in ways not fully anticipated when the prior regulations were adopted; and

**WHEREAS**, the City Council finds that the prior regulatory framework has, at times, been difficult to administer and enforce consistently, including because certain standards, definitions, and thresholds were not sufficiently clear, objective, or aligned with current operational realities; and

**WHEREAS**, the City Council finds that periods of elevated visitor demand, including seasonal spikes, can strain City staffing and public safety resources, and that clear and objective standards reduce the need for ad hoc enforcement and improve consistent compliance; and

**WHEREAS**, the City Council finds that temporary residential camping can create neighborhood and community impacts, including concerns related to sanitation and waste disposal, potable water availability, graywater handling, noise, lighting, parking and traffic congestion, emergency access, and general neighborhood compatibility; and

**WHEREAS**, the City Council finds that these impacts may be more acute when temporary residential camping is conducted as paid or advertised camping, when the number of campers or camping units increases, or when camping occurs for extended durations; and

**WHEREAS**, the City Council finds that inconsistent compliance and enforcement can create perceived inequities between residents and property owners and can undermine neighborhood stability and public confidence in City regulation; and

**WHEREAS**, the City Council finds that owner-occupied residential property is distinguishable from other forms of residential property—including properties used primarily as short-term rental lodging—and that tailored standards are necessary to prevent temporary residential camping from functioning as unregulated commercial lodging in residential neighborhoods; and

**WHEREAS**, the City Council finds that a modernized administrative permitting program, supported by objective performance standards and the ability to impose reasonable conditions, will improve compliance, strengthen public health and safety protections, and provide a predictable pathway for property owners; and

**WHEREAS**, the City Council finds that a graduated enforcement framework—supported by clear standards, permit conditions, and criminal remedies—promotes fair, consistent, and effective enforcement; and

**WHEREAS**, the City Council finds that improved standards for emergency access, fire safety, sanitation, and parking will better protect the public and support the operational needs of public safety and public works personnel; and

**WHEREAS**, the City Council finds that it is necessary and appropriate to repeal and replace Chapter 91 in its entirety to clarify definitions, differentiate limited private guest camping from higher-intensity or commercial activity, establish updated standards and permit thresholds, and protect the public health, safety, and general welfare of the City and its residents.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Sturgis, South Dakota, as follows:

SECTION 1. REPEAL AND REPLACEMENT.

Chapter 91, "Temporary Camping at a Residence Within the City," is hereby repealed and replaced in its entirety to read as follows:

CHAPTER 91: TEMPORARY RESIDENTIAL CAMPING

§ 91.01 PURPOSE AND APPLICABILITY.

- (A) The purpose of this chapter is to regulate temporary camping on Owner-Occupied Residential Property within the City in a manner that protects public health, safety, sanitation, emergency access, and neighborhood compatibility.
- (B) Camping on private property within the City is prohibited except in the following circumstances:
  - (1) Camping conducted within a commercial campground that is licensed by the State of South Dakota; or
  - (2) Camping conducted on an Owner-Occupied Residential Property in full compliance with this chapter.
- (C) This chapter applies to camping conducted on Owner-Occupied Residential Property as authorized under subsection (B)(2). Nothing in this chapter is intended to regulate camping conducted within a commercial campground licensed by the State of South Dakota under subsection (B)(1), which shall be regulated under applicable state law and any other applicable City ordinances.

§ 91.02 DEFINITIONS.

For purposes of this chapter, the following definitions apply unless the context clearly indicates otherwise.

**CAMPER.** A person who stays overnight as part of Camping, whether in a Camping Unit or outdoors.

**CAMPING.** (1) Using a Camping Unit for sleeping, living, or lodging; or (2) Sleeping outdoors (with or without shelter) on any property, for any portion of the overnight period. Camping does not include ordinary daytime recreation (e.g., picnicking, resting) without overnight lodging.

**CAMPING AREA.** The portion of a parcel designated for Camping activity, including placement of Camping Units, associated outdoor living area, cooking area, sanitary facilities, and related equipment.

**CAMPING PERIOD.** A continuous span of one or more Calendar Days during which Public Camping is conducted on a parcel, separated from another span by at least one (1) Calendar Day during which no Public Camping occurs.

**CAMPING PLAN.** The plan and submittals required under § 91.07(D), describing the proposed Camping activity and demonstrating compliance with this chapter.

**CAMPING UNIT.** Any tent, trailer, RV, fifth-wheel, camper, van, bus, vehicle, or other structure or conveyance used or intended to be used for sleeping, living, or lodging overnight.

CALENDAR DAY. A 24-hour period beginning at 12:00 a.m. (midnight) and ending at 11:59 p.m. Any Calendar Day during which Camping occurs for any portion of the Overnight Period counts as one (1) Calendar Day for purposes of this chapter.

CITY ADMINISTRATOR. The City Administrator or the City Administrator’s designee.

CONSIDERATION. Anything of value, whether paid directly or indirectly, including money, services, goods, discounts, barter, required purchases, required “donations,” or other compensation.

OWNER-OCCUPIED RESIDENTIAL PROPERTY (OR OWNER-OCCUPIED RESIDENTIAL PARCEL). A residential parcel: (1) Improved with a single-family dwelling; and (2) Occupied by at least one record owner as the owner’s primary residence. Owner-Occupied Residential Property also includes any contiguous undeveloped parcel that is under the same ownership as the parcel described in subsections (1) and (2). Any such contiguous undeveloped parcel shall be treated as part of the Owner-Occupied Residential Property for purposes of this chapter. Owner-Occupied Residential Property expressly excludes, and this chapter does not authorize camping on: (a) vacant or undeveloped lots, except as expressly permitted above for a contiguous undeveloped parcel under the same ownership as an Owner-Occupied Residential Property; (b) property not improved with a single-family dwelling, except as expressly permitted above for a contiguous undeveloped parcel under the same ownership as an Owner-Occupied Residential Property; (c) apartments, duplexes, or multi-family buildings and their common areas; (d) condominium/HOA common areas; (e) properties used primarily as short-term rentals (including VRBO/Airbnb-type commercial lodging); and (f) any dwelling not occupied by an owner as a primary residence.

OVERNIGHT PERIOD. The period from 10:00 p.m. to 6:00 a.m. (This definition is used solely to clarify whether Camping occurs; it does not restrict otherwise lawful activity.)

PRIVATE (NON-PUBLIC) CAMPING. Camping activity that is not held out to the general public and is limited to family, friends, and unpaid guests of the owner, with no fee, consideration, or compensation of any kind.

PUBLIC CAMPING. Camping activity that is advertised or held out to the general public, offered through any platform or listing service, or for which any fee, consideration, or compensation is charged, requested, accepted, or required (including “paid camping,” required donations, or any similar arrangement).

RESIDENTIAL CAMPING PERMIT (OR PERMIT). A permit issued by the City Administrator under this chapter authorizing Public Camping beyond the by-right limits of § 91.04, subject to conditions of approval.

SALES TAX LICENSE. A current and valid South Dakota sales tax license applicable to the paid camping activity conducted on the property.

YARD SPACE. All lot area not covered by the footprint of the principal building and accessory buildings, excluding driveways and permanently surfaced parking areas.

YEAR. Calendar year (January 1 through December 31).

§ 91.03 PRIVATE (NON-PUBLIC) RESIDENTIAL CAMPING.

- (A) By-right private camping. An owner of Owner-Occupied Residential Property may allow Private (Non-Public) Camping by right, subject to all requirements of this chapter, provided that:
  - (1) No more than two (2) Camping Units are used; and
  - (2) No more than ten (10) Campers are present; and

- (3) The total duration does not exceed ten (10) Calendar Days per Year per parcel.
- (B) Administrative extended-duration approval for private camping.
  - (1) An owner may request additional private camping days beyond ten (10) days per Year for special events or similar circumstances.
  - (2) The City Administrator shall approve an extension up to a maximum of twenty (20) total Calendar Days per Year per parcel if the City Administrator finds the request:
    - (a) Includes a complete Camping Plan that contains the required submittals listed in § 91.07(D); and
    - (b) Will not create material impacts to emergency access, sanitation, parking, or neighborhood compatibility.
  - (3) The City Administrator may impose reasonable conditions to ensure compliance with this chapter.
- (C) Private camping must remain non-commercial. Any Camping activity that involves Public Camping, or any fee, consideration, or compensation of any kind (including required donations or similar arrangements), is not Private (Non-Public) Camping and shall comply with § 91.04 and § 91.05, as applicable.

§ 91.04 PUBLIC (PAID/ADVERTISED) RESIDENTIAL CAMPING — BY RIGHT.

An owner of Owner-Occupied Residential Property may allow Public Camping by right, subject to all requirements of this chapter, provided that:

- (A) No more than two (2) Camping Units are used; and
- (B) No more than ten (10) Campers are present; and
- (C) The total duration does not exceed ten (10) Calendar Days per Year per parcel.

§ 91.05 PUBLIC (PAID/ADVERTISED) RESIDENTIAL CAMPING — BY PERMIT.

- (A) Permit required. Public Camping beyond the limits of § 91.04 requires a Residential Camping Permit issued by the City Administrator.
- (B) Maximum intensity authorized by permit. A Residential Camping Permit may authorize up to:
  - (1) Ten (10) Camping Units; and
  - (2) Twenty-five (25) Campers.
- (C) Maximum annual duration authorized by permit.
  - (1) Without a Sales Tax License. A permit may authorize Public Camping for up to ten (10) Calendar Days per Year per parcel.
  - (2) With a Sales Tax License. A permit may authorize Public Camping for up to twenty (20) Calendar Days per Year per parcel, provided no single Camping Period exceeds fourteen (14) consecutive Calendar Days.
- (D) Conditions and limitations. A permit issued under this section shall specify the approved dates, maximum number of Camping Units, maximum number of Campers, and any reasonable conditions imposed under § 91.07(F).

§ 91.06 STANDARDS APPLICABLE TO ALL RESIDENTIAL CAMPING.

All Private (Non-Public) Camping and Public Camping authorized under this chapter—whether by right or by permit—shall comply with the following standards:

- (A) Location; containment; setbacks; no encroachment.
  - (1) All Camping activity shall be contained within the property boundaries of the approved parcel.
  - (2) The Camping Area and all Camping Units shall be located within applicable building and use setbacks for the parcel.
  - (3) No Camping Unit, equipment, outdoor living area, sanitary facilities, cooking area, or related material shall be located within, or encroach into, any sidewalk, street, alley, public right-of-way, public easement, or publicly owned property.

- (B) Camping Area size limitation. The Camping Area shall not cover more than fifty percent (50%) of the Yard Space on the parcel.
- (C) Ingress, egress, and emergency access.
  - (1) Camping shall not block, obstruct, or materially impair access to any entry, exit, driveway, or utility connection serving the dwelling.
  - (2) The Camping Area shall not create material deficiencies for standard ingress and egress, including emergency access for police, fire, and emergency medical services.
  - (3) Camping activity shall not block hydrants, obstruct emergency vehicle staging areas, or impede access to the dwelling.
- (D) Sanitation and restroom facilities.
  - (1) The property owner shall provide sufficient, accessible restroom facilities for the number of campers authorized.
  - (2) Restroom facilities shall be either:
    - a. Inside the dwelling and connected to the municipal sewer system; and/or
    - b. Portable toilets serviced by a provider.
  - (3) Wastewater and graywater shall not be discharged to the ground surface, storm drains, gutters, or any drainageway, and shall be disposed of only at approved facilities.
- (E) Garbage and refuse.
  - (1) The property owner shall provide a sufficient and reasonable garbage plan, including covered containers and timely removal.
  - (2) The parcel shall be maintained in a clean, safe, and sanitary condition during camping activity and restored to a clean condition upon cessation of camping.
- (F) Noise and conduct.
  - (1) Camping activity is subject to all City noise regulations.
  - (2) The property owner shall provide written acknowledgment of applicable noise regulations to campers (as reflected in the Camping Plan).
- (G) Parking and traffic.
  - (1) The property owner shall provide an adequate parking plan such that camping activity does not materially interfere with traffic, rights-of-way, alleys, sidewalks, neighboring access, fire lanes, fire hydrants, private driveways, or emergency access.
  - (2) An adequate parking plan shall provide for all passenger vehicles and trailers associated with the camping activity to be parked on the parcel and not within any public street, public right-of-way, alley, sidewalk, or public easement.
  - (3) An adequate parking plan may contemplate motorcycles associated with camping activity being parked on public streets adjacent to the parcel, provided that:
    - a. such on-street parking is otherwise lawful and public parking space is available;
    - b. the motorcycles do not materially interfere with traffic, rights-of-way, alleys, sidewalks, neighboring access, fire lanes, fire hydrants, private driveways, or emergency access; and
    - c. the property owner ensures the motorcycles are parked in a consolidated manner to minimize parking impacts, and in no event at a density exceeding an average of four (4) motorcycles per one (1) passenger-vehicle curbside parking space (*i.e.*, approximately four (4) motorcycles occupying the length of curb normally used by one (1) passenger vehicle)
- (H) Fire and life safety.
  - (1) Camping activity shall comply with applicable fire code requirements and any burn bans or fire restrictions in effect.
  - (2) The Camping Area shall have readily accessible fire extinguishers in a quantity and rating reasonable for the scale of the activity, as specified in the Camping Plan.

- (3) Fire lanes and other reasonable fire-safety access shall be maintained where applicable.
- (I) Potable water. Adequate potable water shall be available to campers.
- (J) Site hazards. The Camping Plan shall account for known or reasonably foreseeable hazards relevant to the parcel and proposed Camping Area, including (as applicable) trees, slopes, flood-prone areas, or other site conditions that could create a safety risk.
- (K) Guest record requirement.
  - (1) The property owner shall keep records of the name and phone number of each camping guest.
  - (2) Records shall be retained for one (1) year from the end of the Camping Period (or, for private camping, from the end of the camping activity).
  - (3) Records shall be provided to the City upon request for enforcement purposes.

§ 91.07 RESIDENTIAL CAMPING PERMIT PROCESS.

- (A) Online application. Residential Camping Permit applications shall be submitted electronically using a City-approved online system, unless the City Administrator determines a hardship exception is warranted.
- (B) Fee. The permit fee, if any, shall be set by resolution of the City Council.
- (C) Application timing; deadlines.
  - (1) Motorcycle Rally camping. For camping intended to occur during the official dates of the Sturgis Motorcycle Rally as established by the City Council, complete applications must be received by the City no later than June 15 of the year in which the camping will occur, or, if June 15 falls on a day City offices are closed, then on the next business day.
  - (2) All other camping. For camping not covered by subsection (C)(1), complete applications must be received by the City at least thirty (30) days prior to the first Calendar Day on which camping will occur.
- (D) Required submittals — “Camping Plan.” The application shall include a Camping Plan sufficient for administrative review, including:
  - (1) A simple map or drawing showing parcel boundaries, setbacks, structures, and the proposed Camping Area;
  - (2) The proposed placement and number of Camping Units;
  - (3) The maximum number of Campers;
  - (4) A description of ingress/egress and emergency access;
  - (5) A parking plan, including identification of any proposed on-site parking areas and any proposed lawful on-street motorcycle parking associated with the camping activity;
  - (6) A garbage plan;
  - (7) A sanitary/restroom plan, including sewer hookup use and/or portable toilet placement and service provider;
  - (8) A potable water plan;
  - (9) A fire-safety plan, including fire extinguishers and any fire lane/access considerations;
  - (10) Confirmation that the Camping Area will not exceed fifty percent (50%) of Yard Space;
  - (11) Acknowledgment of compliance with City noise regulations; and
  - (12) A copy of the applicant’s current Sales Tax License, if the applicant seeks authorization under § 91.05(C)(2).
- (E) Review standard; decision. The City Administrator may approve, conditionally approve, or deny a Residential Camping Permit. In reviewing permits, the City Administrator shall consider whether the application demonstrates:
  - (1) No material ingress/egress/emergency access deficiencies;
  - (2) A sufficient and reasonable garbage plan;
  - (3) Sufficient, accessible restroom facilities and compliant wastewater/portable-toilet arrangements;
  - (4) Adequate parking;

- (5) Fire code compliance, including adequate fire extinguisher availability and maintenance of fire lanes/access where applicable;
  - (6) Adequate potable water; and
  - (7) Any other reasonable health, safety, sanitation, or site-specific considerations relevant to the parcel or proposed Camping Area, including recognized hazards such as trees, slopes, or flood-prone areas.
- (F) Conditions. The City Administrator may impose reasonable conditions to ensure compliance with this chapter and protection of public health and safety.
- (G) Term; non-transferability. A permit is valid only for the dates and limits approved, is issued to a specific owner and parcel, and is not transferable.
- (H) Suspension or revocation. The City Administrator may suspend or revoke a permit for violations of this chapter, permit conditions, or other applicable City ordinances.

§ 91.08 APPEAL.

- (A) Appeal body. Any decision of the City Administrator to deny, conditionally approve, suspend, or revoke a Residential Camping Permit may be appealed to the Board of Adjustment.
- (B) Filing deadline. An appeal must be filed in writing with the City within five (5) business days after the date of the City Administrator’s written decision.
- (C) Standard of review. The Board of Adjustment shall uphold the City Administrator’s decision unless the appellant demonstrates that the decision was arbitrary, capricious, or an abuse of discretion.
- (D) Scope of review. The Board of Adjustment’s review shall be limited to the record before the City Administrator and any additional information the Board of Adjustment determines is necessary to resolve the appeal.

§ 91.09 PENALTY.

- (A) Offense. Any person who violates any provision of this chapter, or who violates any condition of a Residential Camping Permit issued under this chapter, commits a Class 2 misdemeanor.
- (B) Fine schedule. Upon conviction, the offense shall be punishable by a fine as follows, per parcel per calendar year: (1) First violation: one hundred dollars (\$100.00); (2) Second violation: two hundred fifty dollars (\$250.00); and (3) Third and each subsequent violation: five hundred dollars (\$500.00).
- (C) Separate offenses. Each Calendar Day during which a violation occurs or continues constitutes a separate offense.
- (D) Responsible parties. The property owner, and any other person who commits, assists, permits, or maintains a violation of this chapter, may be charged and prosecuted for a violation.

SECTION 2. SEVERABILITY.

If any provision of this ordinance or its application is held invalid, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared severable.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF STURGIS**

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

(Seal)

ATTEST:

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Ann Bertolotto, Finance Officer

First reading:

Second reading:

Adopted:

Published:

Effective:

Members of the Sturgis City Council:

I recommend, and hope you will adopt, the draft residential camping ordinance advanced by the new Ordinance Advisory Committee. I also recognize that a few targeted adjustments may make sense after we hear from the public and work through details together. But big picture, I think this ordinance gets a lot right, solves real problems people in Sturgis have been dealing with for years, and will provide both immediate and long-term benefits to our community.

**How we got here:**

This draft wasn't written in a vacuum. The Ordinance Advisory Committee (mostly elected Council members but also citizens) included my staff in all four meetings where this ordinance was built: the City Administrator, Public Works Director, Communications Director, and Chief of Police. Staff had a real seat at the table and a meaningful chance to shape the ordinance so it's practical, straightforward, and something we can administer and enforce uniformly and fairly.

**Why this matters to Sturgis residents:**

Sturgis residents have been caught in a frustrating place for a long time: rules on paper that don't match reality on the ground, inconsistent enforcement, and then the predictable neighborhood impacts that come from unregulated camping during the Rally. That isn't good for residents who want clear rules they can follow, and it isn't good for neighbors who want their neighborhoods respected. This ordinance is meant to bring clarity, fairness, and order—while still giving residents meaningful opportunities.

**What this ordinance does well:**

**1. It expands resident property rights in a big way—while still protecting neighborhoods.**

This ordinance is a major expansion of property rights for Sturgis residents. Under the current regulations, any residential camping beyond one camping unit isn't allowed. This new framework gives residents more flexibility and a clearer way to generate income during the Sturgis Motorcycle Rally—while still protecting neighbors and neighborhoods through enforceable standards. The goal here isn't "anything goes." It's to allow reasonable residential camping in a way that's lawful, predictable, and respectful.

**2. It creates rules that can be enforced consistently.**

One of the biggest problems residents have repeatedly raised is that the current rules have not been enforced fairly and uniformly. About 4-5 years ago, the ordinance was revised to

all-but prohibit temporary residential camping, but those regulations were not enforced consistently (if at all). When I took my oath of office, I swore to faithfully and impartially enforce the ordinances you adopt. This ordinance is the kind of framework that can actually be enforced, and it will be.

**3. It addresses public health and state regulatory concerns.**

When rules aren't enforced, we get large-scale, unregulated camping. That creates neighborhood impacts and also raises concerns with the South Dakota Department of Health, which regulates camping. Staff continues to work with representatives from DOH to make sure our proposed ordinance will fit within its regulatory framework. We want our regulations to align with State policy objectives. That matters, and it reduces risk and uncertainty for everyone.

**4. It helps keep visitors and spending inside city limits.**

This ordinance is likely to help businesses in Sturgis by encouraging visitors to stay in town (and eat, drink, and patronize businesses here) instead of pushing them out of town into county rally campgrounds. Keeping more visitors in town generates important sales tax revenues used to fund municipal government operations and is good for our local economy and good for the businesses that support Sturgis year-round.

**5. It protects our housing stock and keeps the benefits focused on residents.**

Sturgis has limited housing stock, and we all know affordability is a real issue. One concern with allowing rally camping on vacant lots (which has long been unlawful but mostly unenforced) is that it encourages outside rally interests to buy older homes or developable lots that could be housing, keep them vacant most of the year, and use them mainly for campers during the Rally. That hurts our long-term housing supply and community stability. This ordinance mitigates that by focusing residential camping on owner-occupied properties. Owner-occupancy also tends to reduce neighborhood impacts because owners are living there and are more likely to manage things responsibly (sanitation, garbage, noise, and general conduct) because they have to live with the consequences, and they care about their neighbors.

**This ordinance is also a “proof of concept” for better community involvement:**

This is also a good example of a better way to build policy in Sturgis. The Ordinance Advisory Committee includes knowledgeable citizens helping the Council think through real-world impacts. And we're putting this ordinance in front of the Council and the public before first reading so there's more time for public comment and shaping before it's enacted. This is the first major policy change coming out of that process, and I think it's worked well. It shows we can take citizen concerns, combine them with staff expertise and Council leadership, and produce something practical and positive for Sturgis. I also think it's a clear example that our community's decision to change the form of government is producing real, measurable change—not just in structure, but in outcomes.

**Setting expectations: no ordinance will make everyone happy:**

No ordinance on any topic will make everyone happy. Those running large-scale residential camping operations outside the law may not welcome more structure and real enforcement. Neighbors who have been impacted by unregulated camping probably will. Outside commercial rally interests may not like that vacant-lot camping rules are going to be taken seriously again. People trying to buy lots to build homes probably will. Some residents may not support residential camping at all, while others will welcome the chance to earn income by offering reasonable, regulated camping. That's normal. But our job is to make sure the law reflects the will of the people's elected representatives—and then enforce it fairly and uniformly. That hasn't been happening consistently in Sturgis for some time. It is the commitment of this Council and this administration that it will happen going forward.

**Recommendation:**

For these reasons, I recommend that the Council adopt the draft residential camping ordinance. I support the ordinance and hope we pass it in substantially its current form, with any tweaks kept targeted and consistent with the overall framework. Thank you to the Ordinance Advisory Committee for the time and work it put into this—and for engaging staff throughout, so we're not adopting something that looks good on paper but is hard to administer in practice. I look forward to hearing public comment and working with you as we move through the review and approval process.

**Public comment plan (February 17, 2026 City Council meeting):**

Neither state law nor City ordinance requires a formal public hearing for this ordinance. That said, I know the public is interested and I know this Council wants to hear from people before making final decisions. Public comment will be accepted during the City Council meeting on February 17, 2026, so residents can react to the draft framework. Citizens are also encouraged to contact their elected representatives to share their views. To keep the meeting constructive and manageable:

- Public comment will be limited to approximately 30 minutes total.
- Each speaker should aim for 2–3 minutes.
- Those addressing the Council will be asked to keep comments focused on the text of the ordinance—specifically what they like, what they don't like, and constructive suggestions for improvement.

Respectfully submitted,

/s/ Kevin Forrester

Kevin Forrester, Mayor  
City of Sturgis

**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Memorandum on the City of Sturgis Rally Sponsorship Program: Legal Posture, Transparency Framework, and Threshold Structural Options

**Prepared By:** Eric Davis, City Attorney

### **BACKGROUND INFORMATION:**

In December, the City Administrator provided the City Council with a status report on the Sturgis Rally Sponsorship Program at the Mayor's direction. That report summarized the historical development of Rally management and monetization, described the City's current sponsorship model, and identified the legal and policy questions that prompted further Council review. For background and context, the City Administrator's December status report is attached.

### **DISCUSSION:**

Building on that December report, the packet also includes a new memorandum regarding the Rally Sponsorship Program intended to provide a clear decision framework for the Council's next step. It separates (1) the legal-structure issue that must be addressed in any model from (2) the Council's transparency policy choice and the practical market impacts of that choice. The memorandum then frames the Council's threshold structural decision for this meeting: whether to proceed under Option 1 (in-house sponsorship management with public-facing sponsor agreements) or Option 2 (a public City-operator agreement under which sponsor contracting and package sales occur outside City contracts, while the City retains ownership/control of City assets, City-owned marks, and all municipal police powers and City-led Rally events).

This memorandum is intended to address only the threshold choice between Option 1 and Option 2. If the Council selects Option 2, staff will return at a later meeting with additional materials addressing the next decision step, including implementation sequencing and contract guardrails. To assist Council deliberation on the threshold decision, a comparative decision scorecard summarizing key pros/cons/risks/tradeoffs between Option 1 and Option 2 is included as an exhibit.

### **RECOMMENDATION:**

Select Option 1 or 2

### **ATTACHMENTS:**

[Rally Sponsorship Memorandum - FINAL - 2-27-26](#)

[EXHIBIT - Comparative Decision Scorecard Option 1 vs Option 2](#)

[EXHIBIT - City Administrator's Report on the Current Status of the Rally Sponsorship Program - 12-15-25](#)

**Approved By:**

Aaron Jordan, City Administrator

**Status:**

Approved - Feb 27 2026

## Memorandum on the City of Sturgis Rally Sponsorship Program: Legal Posture, Transparency Framework, and Threshold Structural Options

**To:** Sturgis Mayor, Sturgis City Council

**From:** Eric Davis, City Attorney

**Date:** February 27, 2026

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### 1. Executive Summary and How to Use This Memorandum

The City of Sturgis currently generates meaningful revenue by monetizing City-controlled sponsorship opportunities and City-owned intellectual property associated with the annual City of Sturgis Motorcycle Rally. That revenue supports City operations and helps fund governmental services. The Council's current task is not to decide whether to continue monetizing those assets, but how to structure that function in a way that is legally durable, publicly understandable, and workable in practice.

Under the current model, the City has been functioning as the contracting party in sponsorship agreements while operating on a premise that those agreements are private and confidential in their entirety. The Council now needs to establish a framework that better aligns with the City's role as a public entity while also addressing the policy question of how transparent the program should be with respect to sponsor-specific pricing and deliverables.

This memorandum is intended as an introduction to the issue and a guide to the Council's first sequential decision step in a longer process (the first "decision bite"). It does not (and cannot) attempt to resolve every implementation question at once. Instead, it provides the historical context, legal framing, and threshold comparison needed for the Council to decide the program's structural direction now, with later decisions to follow in sequence as needed.

For this first decision bite, the Council is asked to choose between two structural paths:

- **Option 1 (In-House, Public-Facing Sponsor Agreements):** the City remains the direct contracting party and restructures the sponsorship program around public-facing sponsor agreements.
- **Option 2 (Outsourced Operator):** the City enters into a public-facing agreement with a non-governmental operator, and the operator handles sponsor contracting and package

sales for the City's authorized sponsorship and intellectual-property inventory, subject to City ownership, City controls, and City oversight.

This memorandum also explains the historical and legal context for that choice. It builds on the City Administrator's prior status report, which described the broader history of Rally management and monetization in "chapters." This memorandum picks up where that report ends and addresses what may fairly be understood as the next chapter: the Council's decision on the legal and structural framework for monetizing the City's current sponsorship and intellectual-property inventory. It does not ask the Council to decide who "runs the Rally." Municipal governance, public safety, public infrastructure decisions, and City-led Rally events will remain City functions under the direction of the City's elected governing body.

If the Council selects Option 1, the next work will focus on implementing a public-facing in-house model for 2026. If the Council selects Option 2, staff will return with a later memorandum addressing the next decision bite: the comparative analysis and implementation framework for the potential outsourced-operator pathways, including governance, timing, reporting, and agreement guardrails. Those later pathway options are referenced in this memorandum only to the extent necessary to help the Council understand what selecting Option 2 means in practice; they are not being presented for selection at this meeting.

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## **2. Background and Historical Context**

### **2.1 Prior City Administrator Memorandum**

This memorandum builds on, and picks up where, the City Administrator's prior public status report on the Rally sponsorship program left off. That status report brought into the open the work then underway regarding the legal, financial, and policy issues in the City's sponsorship program and identified the general pathways under consideration.

The prior report remains important because it describes the scale of the City's Rally involvement, summarizes the historical development of Rally monetization and management, and frames that history through a series of "chapters." This memorandum adopts that historical context and addresses the structural decision now before the Council. The City Administrator's prior status report is attached as an exhibit and should be read with this memorandum for additional context and historical background.

### **2.2 Financial Context and Fiscal Significance**

The Council's current decision has meaningful fiscal implications. Although the precise figure is not exact and involves some judgment in how it is calculated, the City has, over the past few years, generated an approximate annual average of roughly \$800,000-\$1M in net sponsorship revenue through the Rally sponsorship program, with year-to-year variation. This revenue is not

merely ceremonial or incidental; it supports municipal operations and public services on a year-round basis.

### **2.3 The Sixth Chapter: Council's Current Decision**

The City Administrator's prior report describes how the City arrived at the current model. This memorandum addresses what comes next.

The Council is now being asked to act in what may fairly be described as the sixth chapter of the City's Rally management and monetization history: the chapter in which the Council determines a new legal and structural framework for monetizing the City's current sponsorship and intellectual-property inventory.

This chapter is not about revisiting who promoted or branded the Rally in prior eras, and it is not about outsourcing municipal governance. Within the City's jurisdiction, decisions involving public safety, public infrastructure, use of public property, street closures, and other legislative or regulatory matters remain vested in the City and its elected governing body.

The present decision is narrower: whether the City should contract directly with sponsors under a public-facing model, or instead use a public-facing City-operator agreement and have a non-governmental operator handle confidential sponsor contracting and package sales. Before the City can evaluate later implementation questions in detail, the Council must decide that threshold structural issue.

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## **3. Current Decision Context**

### **3.1 The Legal Posture Issue**

The Council's decision arises from a threshold legal-structure issue: the City has been functioning as the contracting party in sponsorship agreements while treating those agreements as private and confidential in their entirety. Whatever the historical reasons for that approach, the Council now needs a structure that is legally durable and consistent with the City's role as a public entity. The City needs a sponsorship model that does not depend on the premise that the City can monetize public assets through City contracts while treating those contracts as categorically private in all respects.

### **3.2 The Transparency Policy Choice and Why It Is Distinct**

Separate from the legal-structure issue is a policy question on which reasonable Councilmembers may differ: how transparent should the sponsorship program be with respect to sponsor-specific pricing and deliverables?

At one end of the spectrum is a full sponsor-level transparency model, under which the public can see the detailed terms of each sponsorship agreement, including the price paid for specific City-owned promotional assets or opportunities.

At the other end is a structured transparency model, under which a public-facing agreement identifies the City assets being made available for monetization (either by category or specifically) and shows the City's aggregate financial return, while sponsor-specific pricing, package structure, and negotiated terms remain confidential outside the City's direct contracts.

This is not a novel concept devised solely for Sturgis. Comparable public-sector structures are used in other contexts, including the athletics programs of Division I South Dakota public universities, where the institution retains control of its operations and brand platform while an exclusive private partner manages sponsorship, signage, media, and related commercial and intellectual property inventory under the institution's authority.

A key practical consideration in this policy choice is how the sponsorship market functions. In the sponsorship industry, sponsors commonly view sponsor-specific pricing, package composition, and activation terms as proprietary. Many sponsors are accustomed to negotiating with private operators that are not subject to open-records laws. If sponsor-specific rates and deliverables become public, the market can infer the effective pricing structure for the seller's inventory (*i.e.*, the practical "rate card"). As a market matter, that tends to reduce the seller's ability to negotiate pricing based on strategic value, reduce negotiating leverage because concessions become visible precedents, and increase sponsor reluctance to participate.

This is not a moral argument for or against transparency. It is a market reality the Council should evaluate openly. Some Councilmembers may conclude that maximum sponsor-level transparency is worth the risk of reduced sponsorship revenue to the General Fund. Others may conclude that the City should adopt a structure that resolves the legal issue while preserving a revenue-generating model that can compete effectively in the sponsorship market and generate more revenue.

The legal issue and the transparency issue are related, but they are not the same. The legal issue is the threshold issue: the City needs a legally supportable structure. The transparency issue is a policy choice the Council must make with a clear understanding of the tradeoffs, including public visibility, market competitiveness, and revenue impact.

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#### **4. What the City Is Monetizing Through the Sponsorship Program**

The Council's decision is easier to evaluate by focusing on what the City is monetizing in the current chapter of the sponsorship program. Again, the present issue is not whether the City will continue to govern Rally operations. The issue is how the City should structure the commercialization of the City's current sponsorship and intellectual property inventory.

#### **4.1 City-Owned and City-Controlled Sponsorship Inventory**

As part of the current sponsorship model, the City makes available promotional opportunities connected to municipal property, municipal platforms, and City-managed event infrastructure. Depending on the year and package structure, this inventory may include:

- banner space and similar placements on or over City streets or rights-of-way (subject to City approvals and public-safety requirements);
- promotional placements on City-controlled facilities, fixtures, or equipment;
- advertising or promotional space in City publications or City-managed media;
- promotion through City websites, social-media channels, and other City-controlled communications platforms;
- activation space on City-owned real property or other City-controlled locations; and
- other City-controlled promotional opportunities associated with Rally operations and City programming.

The exact inventory may vary from year to year. The key point is that the City is monetizing City-controlled assets and opportunities, not outsourcing the City's governmental authority over them.

#### **4.2 City-Owned Intellectual Property and Licensing Inventory**

The City also monetizes City-owned intellectual property, including City-owned registered marks used in Rally-related promotion and merchandising. This includes licensing arrangements tied to sponsorship packages and may also include separate retail or promotional licensing arrangements.

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### **5. The First Decision Bite: Option 1 or Option 2**

The Council's first decision bite is whether the sponsorship program should remain a direct City contracting function or move to an outsourced operator structure under a public-facing City-operator agreement. Under either option, the City would retain:

- ownership of City-owned marks and sponsorship inventory;
- policy control and approval rights;
- control of public safety, public infrastructure, and legislative/regulatory functions; and
- City responsibility for City-led Rally events unless the Council directs otherwise.

The principal differences concern:

- who serves as the contracting party for sponsor-level agreements;
- how sponsor-specific pricing and deliverables are treated for transparency purposes; and
- how the City allocates staffing and administrative responsibility between municipal operations and commercial sponsorship functions.

A separate comparative exhibit (decision scorecard) is intended to assist the Council in evaluating those tradeoffs.

### **5.1 Option 1 — In-House Sponsorship Program with Public-Facing Sponsor Agreements**

Under Option 1, the City continues to manage the sponsorship program directly. The City remains the contracting party in sponsor agreements involving the City's sponsorship and intellectual-property inventory, and those agreements are structured as public-facing agreements.

This option preserves direct City management of sponsor relationships, contract negotiation, and sponsor deliverables, including the benefit of existing staff knowledge and relationships. It also requires the City to redesign and operate the sponsorship program within a public-facing contract structure, including package structure, pricing strategy, terms, and internal workflows.

As discussed in Section 3.2, this structure also requires the Council to weigh the market effects of sponsor-level transparency. If sponsor-specific pricing and deliverables become public, that may create pricing-signaling effects that reduce negotiating flexibility and affect sponsor participation.

### **5.2 Option 2 — Outsourced Sponsorship Program Under a Public-Facing City–Operator Agreement**

Under Option 2, the City no longer serves as the direct contracting party for sponsor-level agreements. The City instead enters into a public-facing agreement with a non-governmental operator authorized to monetize the City's sponsorship and intellectual-property inventory under terms and limits established by the City Council.

The City–operator agreement would be public-facing and would identify the City inventory being made available for monetization (by categories or specifically), define the operator's authority, and establish the City's financial interest and reporting rights. Under this structure, the public can see what City assets and City-owned marks are being monetized and the City's aggregate financial return, while sponsor-specific pricing and negotiated terms are handled through the operator's confidential contracts. Option 2 does not outsource:

- municipal governance,
- public safety,
- street-closure or public-property decisions,
- the City's police powers, or
- City-led Rally events historically managed by the City and/or the Sturgis Area Chamber of Commerce (unless the Council later directs otherwise).

The operator's role is limited to monetizing the City's authorized sponsorship and intellectual-property inventory and coordinating sponsor, exhibitor, lessee, and licensee deliverables within the City's framework.

### **5.3 Threshold Overview of Options 2A, 2B, and 2C**

If the Council selects Option 2, it will later need to determine what type of non-governmental operator should perform the sponsorship sales and sponsor-contracting function. This memorandum does not ask the Council to make that sub-option decision now. The purpose of this subsection is only to describe the principal pathways at an introductory level.

#### **5.3.1 Option 2A — National Specialized Agency**

This model would use an established outside firm with sponsorship, event-marketing, and brand-licensing experience to manage sponsor contracting and package sales for the City's authorized inventory.

Its primary threshold feature is specialization and market reach. At the same time, it would require a more substantial procurement/contracting process and is not currently viewed as a standalone 2026 bridge solution. If later pursued, the City would likely need a 2026 bridge structure while the longer-term model is developed.

#### **5.3.2 Option 2B — Local Nonprofit Operator**

This model would use a nonprofit entity to perform the sponsorship sales and sponsor-contracting function under a public-facing City-operator agreement.

At a threshold level, this may involve a City-led formation of a new nonprofit entity whose sole mission is to monetize the City's Rally sponsorship and licensing inventory for the benefit of the City of Sturgis, with City-directed initial governance features (board structure, conflict-of-interest policies, financial controls, and reporting). As an alternative, the City could evaluate an existing nonprofit willing and able to conform to the required mission, governance, and reporting structure.

The threshold distinguishing features are local familiarity, governance flexibility, and possible 2026 bridge utility. If Option 2 is selected, this pathway would require a later, more detailed review of governance, staffing, administrative capacity, and readiness.

#### **5.3.3 Option 2C — Local For-Profit Operator**

This model would use a local business entity (existing or newly formed) to perform the sponsorship sales and contracting function under a public-facing City-operator agreement.

This pathway may offer local presence and local familiarity, but it would require more developed analysis of procurement structure, selection criteria, and process defensibility before Council could make an informed sub-option decision.

### **5.3.4 Why the Sub-Options Are Included Only at a Threshold Level**

The 2A/2B/2C discussion is included only so the Council can understand what selecting Option 2 means in practice. It is not a recommendation or a sub-option analysis. If the Council selects Option 2, staff will return with the next decision bite addressing those sub-options in detail to allow the Council to make an informed decision.

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## **6. Timing and Decision Sequencing**

### **6.1 2026 Operational Timing Constraint**

Timing is a practical factor in the Council's threshold decision. The City needs a workable sponsorship structure for the 2026 Rally cycle, and sponsor outreach and activation planning follow a seasonal calendar.

Daytona Bike Week is a key early-season industry touchpoint and runs from February 27 through March 8, 2026. As Daytona concludes, many current and prospective sponsors turn attention to Sturgis planning. The City's Sponsorship and Brand Director needs clear Council direction on the City's sponsorship posture to communicate effectively with current and prospective sponsors and continue planning for 2026 Rally sponsor activations. Staff can work under either structural direction, but it cannot operate effectively without a defined framework.

### **6.2 Decision Sequencing in Manageable Bites**

This issue includes multiple interrelated decisions, and they cannot all be made at once.

- Decision Bite 1 (this memorandum): Option 1 vs. Option 2 (threshold structural path)
- Decision Bite 2 (if Option 2 is selected): the comparative analysis and implementation framework for Options 2A/2B/2C, including governance, timing, reporting, and agreement guardrails

This sequencing keeps the Council's process clearer, reduces unnecessary staff work, and allows later analysis to be tailored to the direction the Council actually selects.

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## **7. Council Action Requested**

### **7.1 Threshold Structural Decision**

At this meeting, the Council is requested to determine whether the City will proceed under:

- **Option 1:** an in-house sponsorship program in which the City remains the direct contracting party and uses public-facing sponsor agreements; or
- **Option 2:** an outsourced sponsorship model in which the City enters into a public-facing City–operator agreement and a non-governmental operator handles confidential sponsor contracting and package sales for the City’s authorized sponsorship and intellectual-property inventory.

## **7.2 If Option 2 Is Selected — Direction for Next Decision Bite**

If the Council selects Option 2, staff requests direction to return with a subsequent memorandum and supporting materials addressing the next decision bite, including:

- a more developed comparison of the available outsourced-operator pathways (Options 2A/2B/2C);
- implementation timing and sequencing for 2026 and beyond;
- governance, reporting, and oversight structures for the City–operator relationship;
- procurement/process recommendations, if applicable; and
- draft agreement concepts and guardrails for future Council review.

# Exhibit — Comparative Decision Scorecard (Option 1 vs Option 2)

Purpose: assist Council evaluation of the threshold structural choice. This exhibit is non-scored and summarizes key pros/cons/risks/tradeoffs for each option. It does not address any operator sub-options.

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Decision factor	Option 1 — In-house / public-facing sponsor agreements	Option 2 — Public City–operator agreement / sponsor contracting outside City
<b>Legal posture / public-entity alignment</b>	City remains sponsor-contracting party; structure must be legally durable for public contracts.	City shifts sponsor-level contracting outside City contracts; City uses a public City–operator agreement to govern monetization and oversight.
<b>Transparency type (what the public sees)</b>	Highest sponsor-level visibility possible (contracts public-facing; sponsor-specific terms may be public depending on Council posture).	Public sees City–operator agreement plus inventory authorized for monetization (by category or specifically) and aggregate City return; sponsor-level pricing remains outside City contracts.
<b>Sponsor pricing confidentiality / market signaling risk</b>	Higher signaling risk if sponsor-specific pricing/deliverables are public; may reduce negotiating leverage and sponsor participation.	Lower signaling risk because sponsor-specific pricing/terms are not City contracts; supports market-competitive negotiation while maintaining City-facing transparency.
<b>Revenue outlook (risk/upside)</b>	May face near-term revenue risk if sponsors resist sponsor-level disclosure; potential to stabilize with redesigned packages/rate card over time.	Potential to preserve or grow net revenue by competing more effectively in sponsorship market; introduces operator performance/compensation and oversight risks.
<b>2026 operational workability</b>	Immediately workable for 2026 within current City operations (with prompt direction and template/rate card work as needed).	Immediately workable for 2026; staff can continue sponsor outreach and contract development while implementing an operator framework.
<b>Transition / continuity risk (2026 execution)</b>	Lower transition risk (no handoff); execution depends primarily on internal capacity and clear processes.	Higher continuity risk due to handoff/coordination and the need for strong oversight, timelines, and on-site activation coordination.
<b>City staff workload &amp; operational burden</b>	Highest City workload: sales admin, contracting, invoicing, fulfillment tracking, enforcement, issue resolution.	Lower City workload for day-to-day sponsor contracting/sales administration; City workload shifts to oversight, approvals, and performance monitoring.
<b>Governance &amp; control (police powers, events, assets, IP)</b>	Maximum direct City control over sponsor contracting; City retains all police powers, public property decisions, and City-led events.	City retains all police powers, public property decisions, and City-led events; City retains trademark ownership and sponsor/category approval control; operator role limited to commercialization administration.
<b>Reporting &amp; auditability (City-facing oversight)</b>	City can set and implement reporting internally; easier direct access to sponsor agreements and terms for management purposes.	Requires strong contract-based reporting/audit rights and cadence to avoid becoming opaque; can be designed to produce clear program metrics.
<b>Public explainability / trust</b>	Simple story for public: City contracts are public-facing; accountability is direct.	Requires clear public messaging to explain: not outsourcing governance—only commercialization administration—while improving City-facing transparency.
<b>Institutional resilience (dependence on particular staff/processes)</b>	More dependent on continuity of specialized staff knowledge/relationships and internal systems.	Less dependent on specific City staff for sponsorship sales; more dependent on durability of operator relationship, controls, and data continuity.
<b>Future flexibility (ability to adjust policy over time)</b>	High flexibility to change program rules quickly, but changes are more visible and can create precedent effects in public contracts.	High flexibility through City–operator agreement standards and inventory controls; changes can be implemented via governance of the operator framework.

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Baseline note: Both options preserve City governance (police powers, public safety, public property decisions, and City-led events). Differences center on who performs sponsor-level contracting and how transparency is structured.

December 15, 2025

### **City Administrator’s Report on the Current Status of the Rally Sponsorship Program**

The City of Sturgis’s Rally management and sponsorship program has been a focal point of community concern and a key driver of the recent mandate for change, reflected both in the transition from a city manager form of government to an aldermanic form and in the election of a new mayor and city council.

Upon taking office, Mayor Forrester directed staff to undertake a comprehensive review and analysis of the existing sponsorship program and to develop recommended changes. That work has been ongoing behind the scenes while staff engages with sponsors and evaluates legal, financial, and policy implications. The mayor has now directed that this effort be brought into the open through a public status report on the work completed to date.

This report first explains the scale of resources and impacts associated with hosting the Rally, then provides a concise historical overview of how the City has attempted to manage and monetize the event over time, and finally describes the current sponsorship model, the challenges it presents, and the general pathways staff is exploring to address those challenges. The detailed analysis of specific alternatives and options within those pathways, and a formal recommendation to the Sturgis City Council, are still in development and are expected to be presented in early 2026. As such, this is a status report only—not a complete report or recommendation.

### **Rally Costs, Resources, and Community Impact**

The Sturgis Motorcycle Rally is not a self-executing event: it exists at its current scale only because the City of Sturgis commits substantial financial, human, and physical resources each year. Rally-related operations require significant gross expenditures and revenues, thousands of hours of staff time across multiple departments, and intensive use of City infrastructure. In addition to the Rally “enterprise” activities that are most visible to the public (sponsorships, vendor areas, and City-produced events), there is a substantial underlying layer of planning, permitting, and logistical coordination that begins months in advance and continues through tear-down and post-event recovery.

Public safety and core services are the most resource-intensive components of making the Rally possible while protecting the health, safety, and welfare of residents and visitors. The Sturgis Police Department must staff additional officers, reserve officers, and support personnel; coordinate with state and county law enforcement; and manage high call volumes, traffic control, and crowd management. Fire and emergency medical services must increase staffing, equipment readiness, and coverage to handle elevated call volume and mass-gathering risks.

The Public Works Department must prepare and maintain roadways, traffic control devices, sanitation and solid waste systems, water and sewer capacity, and the cleanliness of public spaces at a level appropriate for hundreds of thousands of visitors over a short period of time.

While the Rally generates important revenue streams for the City—through sponsorships, vendor fees, leases, taxes, and other charges—those revenues are matched by substantial

direct and indirect costs. In practical terms, every dollar of Rally revenue that flows into City accounts is needed to pay for additional staffing, overtime, equipment, contracted services, and infrastructure demands, and to support the year-round operations of City government that make the Rally possible. For that reason, the City has, over time, pursued various financial and sponsorship models not only to cover the cost of hosting the Rally, but also to return visible value to the community so that residents can more clearly see that the Rally produces benefits to the community of Sturgis, and not just burdens. The following section provides a concise historical overview of those evolving models.

### **Historic Background – Rally Monetization and Management**

The following is a general and high-level historical overview of how the Sturgis Motorcycle Rally has been managed and monetized over the past few decades. It is drawn primarily from published federal court decisions involving Rally-related intellectual property, along with other sources. Broadly and generally speaking, and for context, Rally management and monetization can be viewed in four historic “chapters,” with the City now operating in a fifth, current chapter.

The first chapter is a *Chamber-centric era*, in which the Sturgis Area Chamber of Commerce emerged as the primary promoter and began using Rally names and imagery (e.g., “Sturgis Rally & Races,” “Black Hills Motor Classic,” the Monahan artwork) in commerce. The Chamber developed an “official” logo and licensed-merchandise program, aiming to capture value from growing Rally traffic while the City continued to focus on municipal services and public safety.

The second chapter is the *Sturgis Rally & Races, Inc. (SR&R) era* in the 1990s. A consortium including the City, the Chamber, and other local stakeholders formed SR&R to centralize “official” sponsorships, publications, and licensing of Chamber-controlled marks. That structure ended when the Chamber terminated SR&R’s agreement in 1999, retained a different promoter, and—together with the City—successfully sought federal injunctive relief limiting SR&R’s successor from claiming official status or using certain designations. SR&R’s role as the central commercialization vehicle effectively ended with that termination and injunction.

The third chapter is a *City-enterprise era* in the 2000s. After SR&R, Rally promotion and events remained pluralistic, but the City increasingly treated the Rally as a municipal enterprise: establishing a rally department, creating City-run events, implementing vendor and open-container systems, and leasing City property and rights-of-way for Rally uses.

The fourth chapter is the *Sturgis Motorcycle Rally, Inc. (SMRi) trademark-licensing era*, beginning in 2010. The Chamber assigned its Rally-related marks to SMRi, a nonprofit created to hold and license those marks (including to the City) and to enforce them against unlicensed vendors. For several years, royalties, sponsorships, and “official” merchandise programs were

organized around SMRI's claimed rights in "Sturgis"-formative marks. That model effectively ended after the Eighth Circuit Court of Appeals invalidated and cancelled key SMRI registrations, held that "Sturgis" had not been used substantially exclusively by SMRI or its predecessors, and characterized the Rally as a "pluralistic endeavor" not owned or produced by any single entity.

The fifth and current chapter is a *post-SMRI City brand and sponsorship era*. With broad "Sturgis" word-mark control no longer viable, the City focused on things it clearly controlled: distinctive City-owned design and composite marks (including the "Winged S" / Sturgis "S" icon and "City of Sturgis Motorcycle Rally" brand lockups), City-programmed events, and the use of City property, facilities, and regulatory permissions. Under this model, non-tax/fee Rally revenues are primarily driven by sponsorships tied to City assets and branding.

### **Current Sponsorship Model – Problem Statement and Options**

The City's current sponsorship model has, overall, been successful. It has attracted and retained high-value, long-term partners, generated meaningful revenue for the City, and has significant "blue-sky" potential to provide even greater support for municipal services in the future. However, the present paradigm rests on the premise that individual sponsorship agreements are private and confidential. That assumption has created two distinct problems. First, there is a *legal issue*: SDCL ch. 1-27 generally requires contracts to which the City is a party to be open public records unless a specific statutory exception applies. Prior legal counsel opined that the City's sponsorship agreements could be withheld as "trade secrets" under one such exception. Current legal counsel does not agree that this broad use of the trade-secret exemption to keep the entire agreement confidential is consistent with South Dakota's open records framework or with the foundational principle that the public should be able to see and evaluate agreements in which taxpayer-owned assets are exchanged with private entities.

Second, there is a *political and community-trust issue*. The use of confidential sponsorship agreements, and the larger program built on that confidentiality, has been a significant source of controversy within the Sturgis community. Many residents are understandably uncomfortable with their government entering into private contracts they cannot review, and therefore cannot assess whether the consideration, deliverables, and overall structure of the deals are in the public interest. Dissatisfaction with this lack of transparency was one of several factors that contributed to the abandonment of the city manager form of government, the adoption of the aldermanic form without a city manager, and the election of a new mayor and council with a clear mandate for change. The public, the mayor, and the current city council have all expressed a desire for these sponsorship arrangements to be open and transparent.

At the same time, the relevant "industry" of national and regional sponsors of events like the Sturgis Motorcycle Rally strongly believes that the pricing and deliverables in their sponsorship agreements constitute competitively sensitive information. If competitor brands know precisely what a sponsor is paying and receiving, they can use that information to undercut rates, demand equal or better terms, reposition their own spend in other markets, or pressure the City and other venues for parity, which can erode margins and strategic positioning. Public

disclosure can also interfere with sponsors' broader national portfolios by revealing negotiating strategies and rate structures they prefer to keep confidential across markets. Realistically, a sudden shift to fully public, line-item sponsorship contracts could cause some key partners to exit the program and could destabilize or even collapse the current revenue model.

At the direction of the mayor and city council, City staff (led by the mayor, city administrator, and city attorney) have been evaluating potential options to resolve this tension between transparency and program viability. At this time, two primary pathways have been identified. Under the first, the City would *outsource sponsorships to a third-party agent*. Along this potential pathway, the City would likely issue a Request for Proposals; enter into a public-facing agreement with an entity or individual(s) that would secure and negotiate individual sponsorships; enter into non-public, mayor-approved contracts with sponsors; take an agreed commission; and remit the balance to the City, with only aggregate sponsorship revenue reported publicly. Under the second potential pathway, the City would *retain the program in-house but accept that individual sponsorship agreements will be public records*.

Staff is currently meeting with all existing sponsors to understand their interests and concerns, identify unintended consequences and risks, and assess which of these two pathways (or alternative models, or some combination of approaches) might best serve the public's and city council's interest in transparency while preserving, and ideally strengthening, the sponsorship program for the overall benefit of the Sturgis community and its residents. Once this review is complete, staff will return to the city council with a more detailed analysis and specific options for policy direction and potential action from the city council.

**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Authorization to Sign and Submit Federal Aviation Administration (FAA) FY 2026 Grant Preapplications

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

### **BACKGROUND INFORMATION:**

The City of Sturgis, as sponsor of Sturgis Municipal Airport (49B), has prepared and submitted draft FY 2026 Federal Grant Preapplication materials to the Federal Aviation Administration (FAA) Dakota-Minnesota Airports District Office for the acquisition of new Snow Removal Equipment (SRE).

The proposed project includes:

- Acquisition of a new airport-owned 4-wheel articulated loader
- Multiple attachments for snow and ice removal operations
- Equipment to be stored at and used exclusively for airport operations

Currently, the airport does not own any federally funded snow removal equipment. Existing equipment has historically been transferred from the City's municipal fleet after reaching the end of its useful life. This practice has resulted in aging equipment that is prone to breakdowns, causing delays in snow removal and extended airport closures during winter weather events.

### **DISCUSSION:**

The proposed SRE acquisition will:

- Improve reliability of snow and ice removal operations
- Reduce operational delays and minimize airport closure time
- Enhance safety for aircraft operations
- Provide a dedicated, airport-owned asset designed specifically for aviation needs
- Bring the airport into better compliance with FAA snow removal capability standards

The purchase of new, reliable equipment will significantly improve winter operations and overall airfield safety.

### **Project Cost and Funding**

Total Estimated Project Cost: **\$375,000.00**

Funding is proposed through a combination of:

- **Federal (FAA) Share – 95%**
  - Estimated Federal Share: **\$356,250.00**
- **State Match – 2.5%**
  - Estimated State Share: **\$9,375.00**
- **Local Match – 2.5%**

- Estimated Local Share: **\$9,375.00**

Two preapplications have been prepared to accommodate funding types:

- **IIJA / AIG Funding** – Approximately 68% of equipment costs  
**IIJA** = *Infrastructure Investment and Jobs Act* (2021 federal infrastructure law)
- **AIP Funding** – Engineering and approximately 32% of equipment costs  
**AIG** = *Airport Infrastructure Grant* program

The Capital Improvement Plan (CIP) remains consistent with previously submitted plans to the FAA, and the City will comply with all applicable requirements under FAA Order 5100.38.

**BUDGET IMPACT:**

The City's anticipated local match obligation is approximately \$9,375.00, which will be funded through the City's Capital Improvement Fund budget.

**RECOMMENDATION:**

Move to authorize the Mayor to sign and submit the FY 2026 FAA Grant Preapplication documents for Snow Removal Equipment acquisition at Sturgis Municipal Airport.

**ATTACHMENTS:**

- [20260107 Sturgis FY 2026 IIJA SRE Equipment Pre-App \(unsigned\)](#)
- [20260107 Sturgis FY 2026 SRE Equipment AIP Pre-App \(unsigned\)](#)

**Approved By:**

Rick Bush, Director of Public Works

**Status:**

Approved - Feb 24 2026

## Project Validation Form Federal Grant Preapplication

### FAA Dakota-Minnesota Airports District Office

*Complete one (1) form for each proposed FAA grant / funding type*

<b>LOC ID:</b>		
<b>Airport Name:</b>		
<b>Airport Sponsor:</b>		
<b>City, State:</b>		
<b>Federal Fiscal Year:</b>		
<b>Grant Funding Type:</b>		
<b>Project Description(s):</b>		

#	Select the appropriate statement check box
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1	The Capital Improvement Plan (CIP) previously submitted to the FAA continues to accurately reflect our development plans, and we will meet all applicable project General Requirements per FAA Order 5100.38 and complete pre-grant actions within the ADO's requested schedule.	
2	The Capital Improvement Plan (CIP) previously submitted does <u>not</u> reflect our current plans. A copy of our revised CIP, Data Sheet, and project sketch is attached. We will meet all applicable project General Requirements per FAA Order 5100.38 and complete pre-grant actions within the ADO's requested schedule.	
3	We <u>DO NOT</u> plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year.	

If Box #1 or #2 is checked, provide additional information to the ADO and check the boxes
---

A	Project Description, Project Justification, and Project Sketch information is attached or has been previously submitted with the CIP. Project work is consistent with the project work codes & project types submitted on the CIP.	
B	Project Cost Breakdown spreadsheet (based on an Engineer's Cost Estimate) is attached or has been previously submitted with the CIP. A supporting funding eligibility sketch is included depicting both AIP eligible and ineligible work (as required).	
C	Additional documentation is attached to support General Requirements for Project Funding (grant readiness) is attached or has been previously submitted to the ADO.	

Sponsor's Designated Official Representative Approval
---

<b>Signature:</b>		
<b>Name:</b>		
<b>Title:</b>		
<b>Date:</b>		
<b>E-Mail:</b>		

## General Requirements for Project Funding

### FAA Dakota-Minnesota Airports District Office

*FAA Order 5100.38, AIP Handbook, Chapter 3*

1	Is the project eligible?
2	Is the project justified (advances AIP policy, justified need, appropriate scope)?
3	Is the project on airport property with good title?
4	Is the project on the FAA approved Airport Layout Plan (ALP)?
5	Has the sponsor satisfied the intergovernmental review and airport user consultation requirements?
6	Has the FAA completed an environmental (NEPA) finding for the project?
7	Will the project result in a usable unit of work?
8	Will the project be planned, designed, and/or constructed to FAA standards?
9	Has the project been procured correctly?
10	Are the project costs allowable?
11	Are the project costs necessary to accomplish the project?
12	Were the project costs incurred after the grant was executed?
13	Are the project costs reasonable?
14	Is this the only Federal grant containing these costs?
15	Are the project costs within the allowable Federal share?
16	Can the project be completed without unreasonable delay?

## FY 2026 AIP/AIG Project Information

**Project:** SRE Equipment Acquisition

**Airport / Location:** Sturgis Municipal Airport (49B), Sturgis, South Dakota

**Sponsor:** City of Sturgis

### Project Description:

Acquire new airport owned Snow Removal Equipment (SRE) for airport use. Desired equipment includes new 4-wheeled articulated loader with multiple attachments.

### Project Justification:

The sponsor would like to obtain new SRE equipment for the airport. Currently, the airport does not have any federally funded SRE equipment in use. All of the current equipment used by the airport for I has been purchased by the City of Sturgis for municipal use and after nearing the end of its useful life, is transferred to the airport for airport use. This results in the airport utilizing old, used equipment that is prone to numerous breakdowns during use. These breakdowns can result in significant delays in the airport's snow removal operations. These delays mean the airport being closed longer than needed during a snow and ice event the allow the pavement surfaces to become operable. The airport intends to purchase a new 4-wheeled loader with multiple attachments to help with their snow removal operations. This equipment would be stored at the airport and only be used for airport snow removal work. Having a piece of new, reliable equipment available will significantly speed up the airport's snow removal operation.

### Current Snow Removal Equipment

- The Sturgis Municipal Airport does not own any federally funded snow removal equipment. The airport's existing equipment fleet was purchased by the City of Sturgis for municipal use and transferred to the airport when it was replaced in the municipal fleet.

## Cost Breakdown Spreadsheet Federal Grant Preapplication

**FAA Dakota Minnesota Airports District Office**

*Prepare one spreadsheet for each grant/funding type. Attach graphic to depict FAA eligible & ineligible areas for each project.*

**LOC ID:** 49B  
**Airport:** Sturgis Municipal Airport  
**Airport Sponsor:** City of Sturgis  
**Federal Fiscal Year:** 2026  
**Federal Funding Type:** IIJA/AIG <- Use Dropdown

**Preparation Date:** 1/7/2026

Project Component(s)	Total Cost	Cost Components		
		Construction or Land	Engineering	Administrative
SRE Equipment Acquisition (≈68% of Equipment Costs)	\$ 248,058.95	\$ 245,000.00		\$ 3,058.95
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
<b>Subtotals</b>	<b>\$ 248,058.95</b>	<b>\$ 245,000.00</b>	<b>\$ -</b>	<b>\$ 3,058.95</b>

Funding Rates			
% FAA Eligible	Federal Share	State Match	Local/Other
100.0%	95.0%	2.5%	2.5%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%

Project Component(s)	Total Cost	Funding Breakdown		
		Federal Share	State Match	Local/Other
SRE Equipment Acquisition (≈68% of Equipment Costs)	\$ 248,058.95	\$ 235,656.00	\$ 6,201.47	\$ 6,201.47
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Subtotals</b>	<b>\$ 248,058.95</b>	<b>\$ 235,656.00</b>	<b>\$ 6,201.47</b>	<b>\$ 6,201.47</b>
Adjustments to round Fed amount	\$ 248,058.95	\$ 235,656.00	\$ 6,201.47	\$ 6,201.47
<b>Grant Amounts</b>	<b>\$ 248,058.95</b>	<b>\$ 235,656.00</b>	<b>\$ 6,201.47</b>	<b>\$ 6,201.47</b>
<b>Overall Share Percentages</b>	<b>100.00%</b>	<b>95.00%</b>	<b>2.50%</b>	<b>2.50%</b>

## Project Validation Form Federal Grant Preapplication

### FAA Dakota-Minnesota Airports District Office

*Complete one (1) form for each proposed FAA grant / funding type*

<b>LOC ID:</b>		
<b>Airport Name:</b>		
<b>Airport Sponsor:</b>		
<b>City, State:</b>		
<b>Federal Fiscal Year:</b>		
<b>Grant Funding Type:</b>		
<b>Project Description(s):</b>		

#	Select the appropriate statement check box
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1	The Capital Improvement Plan (CIP) previously submitted to the FAA continues to accurately reflect our development plans, and we will meet all applicable project General Requirements per FAA Order 5100.38 and complete pre-grant actions within the ADO's requested schedule.	
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3	We <u>DO NOT</u> plan on having a project this fiscal year. The FAA is authorized to carry our entitlements into the next fiscal year.	

If Box #1 or #2 is checked, provide additional information to the ADO and check the boxes
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A	Project Description, Project Justification, and Project Sketch information is attached or has been previously submitted with the CIP. Project work is consistent with the project work codes & project types submitted on the CIP.	
B	Project Cost Breakdown spreadsheet (based on an Engineer's Cost Estimate) is attached or has been previously submitted with the CIP. A supporting funding eligibility sketch is included depicting both AIP eligible and ineligible work (as required).	
C	Additional documentation is attached to support General Requirements for Project Funding (grant readiness) is attached or has been previously submitted to the ADO.	

Sponsor's Designated Official Representative Approval
---

<b>Signature:</b>		
<b>Name:</b>		
<b>Title:</b>		
<b>Date:</b>		
<b>E-Mail:</b>		

## **General Requirements for Project Funding**

### **FAA Dakota-Minnesota Airports District Office**

*FAA Order 5100.38, AIP Handbook, Chapter 3*

1	Is the project eligible?
2	Is the project justified (advances AIP policy, justified need, appropriate scope)?
3	Is the project on airport property with good title?
4	Is the project on the FAA approved Airport Layout Plan (ALP)?
5	Has the sponsor satisfied the intergovernmental review and airport user consultation requirements?
6	Has the FAA completed an environmental (NEPA) finding for the project?
7	Will the project result in a usable unit of work?
8	Will the project be planned, designed, and/or constructed to FAA standards?
9	Has the project been procured correctly?
10	Are the project costs allowable?
11	Are the project costs necessary to accomplish the project?
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13	Are the project costs reasonable?
14	Is this the only Federal grant containing these costs?
15	Are the project costs within the allowable Federal share?
16	Can the project be completed without unreasonable delay?

## FY 2026 AIP/AIG Project Information

**Project:** SRE Equipment Acquisition

**Airport / Location:** Sturgis Municipal Airport (49B), Sturgis, South Dakota

**Sponsor:** City of Sturgis

### Project Description:

Acquire new airport owned Snow Removal Equipment (SRE) for airport use. Desired equipment includes new 4-wheeled articulated loader with multiple attachments.

### Project Justification:

The sponsor would like to obtain new SRE equipment for the airport. Currently, the airport does not have any federally funded SRE equipment in use. All of the current equipment used by the airport for I has been purchased by the City of Sturgis for municipal use and after nearing the end of its useful life, is transferred to the airport for airport use. This results in the airport utilizing old, used equipment that is prone to numerous breakdowns during use. These breakdowns can result in significant delays in the airport's snow removal operations. These delays mean the airport being closed longer than needed during a snow and ice event the allow the pavement surfaces to become operable. The airport intends to purchase a new 4-wheeled loader with multiple attachments to help with their snow removal operations. This equipment would be stored at the airport and only be used for airport snow removal work. Having a piece of new, reliable equipment available will significantly speed up the airport's snow removal operation.

### Current Snow Removal Equipment

- The Sturgis Municipal Airport does not own any federally funded snow removal equipment. The airport's existing equipment fleet was purchased by the City of Sturgis for municipal use and transferred to the airport when it was replaced in the municipal fleet.

## Cost Breakdown Spreadsheet Federal Grant Preapplication

### FAA Dakota Minnesota Airports District Office

*Prepare one spreadsheet for each grant/funding type. Attach graphic to depict FAA eligible & ineligible areas for each project.*

**LOC ID:** 49B  
**Airport:** Sturgis Municipal Airport  
**Airport Sponsor:** City of Sturgis  
**Federal Fiscal Year:** 2026  
**Federal Funding Type:** IIJA/AIG <- Use Dropdown

**Preparation Date:** 1/7/2026

Project Component(s)	Total Cost	Cost Components		
		Construction or Land	Engineering	Administrative
SRE Equipment Acquisition (≈68% of Equipment Costs)	\$ 248,058.95	\$ 245,000.00		\$ 3,058.95
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
<b>Subtotals</b>	<b>\$ 248,058.95</b>	<b>\$ 245,000.00</b>	<b>\$ -</b>	<b>\$ 3,058.95</b>

Funding Rates			
% FAA Eligible	Federal Share	State Match	Local/Other
100.0%	95.0%	2.5%	2.5%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%
0.0%	0.0%	0.0%	100.0%

Project Component(s)	Total Cost	Funding Breakdown		
		Federal Share	State Match	Local/Other
SRE Equipment Acquisition (≈68% of Equipment Costs)	\$ 248,058.95	\$ 235,656.00	\$ 6,201.47	\$ 6,201.47
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>Subtotals</b>	<b>\$ 248,058.95</b>	<b>\$ 235,656.00</b>	<b>\$ 6,201.47</b>	<b>\$ 6,201.47</b>
Adjustments to round Fed amount	\$ 248,058.95	\$ 235,656.00	\$ 6,201.47	\$ 6,201.47
<b>Grant Amounts</b>	<b>\$ 248,058.95</b>	<b>\$ 235,656.00</b>	<b>\$ 6,201.47</b>	<b>\$ 6,201.47</b>
<b>Overall Share Percentages</b>	<b>100.00%</b>	<b>95.00%</b>	<b>2.50%</b>	<b>2.50%</b>

**Meeting Date:** City Council - Mar 02 2026

**Agenda Item:** Consideration to select a vendor for Municipal Solid Waste collection and authorize staff to proceed with contract negotiations

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

### **BACKGROUND INFORMATION:**

On October 31, 2025, the City of Sturgis released a Request for Proposals (RFP) for Municipal Solid Waste (MSW) Collection and Disposal Services.

The RFP was publicly advertised in accordance with SDCL and sought proposals from qualified environmental service providers to provide weekly residential and commercial solid waste services, recycling options, centralized cardboard collection, and special event services including the Sturgis Motorcycle Rally.

The RFP identified the City's goals as:

- Providing dependable and cost-effective services
- Maintaining high performance standards for safety and customer care
- Utilizing innovation and technology to improve efficiency
- Minimizing environmental impacts
- Educating and engaging the community

Two complete proposals were received:

- G&G Garbage, LLC
- Kieffer Sanitation (Waste Connections of South Dakota, Inc.)

### **EVALUATION SUMMARY**

Proposals were evaluated on the following criteria:

- Qualifications & Experience
- Operations & Equipment
- Sustainability
- Customer Service
- Pricing

A detailed side-by-side comparison was prepared for review and included as an attachment. Based on the evaluation of qualifications, transition planning, fleet capacity, technology, pricing, and long-term operational stability, the Sturgis Infrastructure Advisory Committee and staff recommend the selection of Kieffer Sanitation (Waste Connections of South Dakota, Inc.) as the preferred vendor.

### **DISCUSSION:**

#### **FINANCIAL CONSIDERATIONS**

The City's 2025 annual solid waste operational costs included:

- **Approx. \$474,128.50 2025 Sanitation Department annual operational costs**
- \$33,512.00 2025 Equipment Repairs and Maintenance
- \$15,000.00 New/Replacement Carts
- \$64,817.34 2025 Fuel
- \$360,799.16 in tipping fees to Belle Fourche Landfill (5,305.87 Tons @ \$68 p/ton)
  - 4,853.73 Tons \$330,053.64 (Residential & Commercial 2025)
  - 452.14 Tons \$30,745.52(Rally 2025)

\$392,686.51 2025 Wages- rubble site not included ( 2 Positions not filled in 2026 due to retirement result in - \$132,753.00 potential savings

- New Truck cost \$400,000.00-\$420,000

Transitioning to a third-party provider would:

- Eliminate fleet replacement cost
- Eliminate fuel cost
- Reduce equipment maintenance expense
- Eliminate tipping fee expense
- Allow reassignment of City personnel to other Public Works priorities potentially reducing staffing cost.

Additionally, Kieffer has proposed purchasing the City's existing cart inventory:

- \$19.45 per 90-gallon tote ( *currently we have 3,368 in use \$65,507.00*)
  - \$167.60 per 300-gallon tote (*currently 238 in use \$39,888.80*)
- Total \$105,396.40*

## **BENEFITS OF MOVING TO A THIRD-PARTY VENDOR**

Transitioning to a contracted solid waste model provides the following advantages:

### **1. Financial Predictability**

- Fixed contractual pricing structure
- Disposal costs included (tipping fees)
- Reduced exposure to fuel, maintenance, and capital equipment replacement

### **2. Risk Reduction**

- Contractor assumes fleet maintenance and operational risk
- Performance bond and insurance requirements protect the City

### **3. Operational Efficiency**

- Modern route optimization and GPS tracking
- Digital complaint tracking and reporting
- 24-hour missed pickup resolution requirements

### **4. Expanded Services**

- Optional curbside recycling program
- Centralized cardboard collection
- Enhanced event service capability

### **5. Staff Reallocation**

- City sanitation employees remain City employees
- Workforce can be redirected to council approved priorities

## **STAFF RECOMMENDATION**

Based on the evaluation of qualifications, transition planning, fleet capacity, technology, pricing, and long-term operational stability, staff recommends; the Selection of Kieffer Sanitation (Waste Connections of South Dakota, Inc.) as the preferred vendor and authorization for staff to proceed with contract negotiations.

Contract negotiations will include:

- Finalizing billing structure (City-managed recommended)
- Rally pricing structure clarification
- Cart inventory purchase agreement
- Service level guarantees and performance metrics
- Recycling implementation timeline

Transitioning to a contracted provider shifts sanitation from a capital-intensive, variable-cost operation to a predictable service contract with reduced financial risk and improved service capability. Final contract will be returned to City Council for approval prior to execution.

#### **CODE REFERENCES:**

City of Sturgis Municipal Code- Title 11- Health and Sanitation

#### **BUDGET IMPACT:**

The City currently operates municipal solid waste collection using City staff, equipment, and contracted disposal. Annual expenditures associated with this service include operations, wages and benefits, fuel, equipment maintenance, and tipping fees. These costs fluctuate annually based on staffing levels, fuel prices, equipment repairs, and disposal volumes.

Transitioning to a third-party provider would shift the City from a capital- and labor-intensive service model to a contractual service model with defined pricing and performance expectations. The selected contractor would assume responsibility for fleet, equipment, fuel, routing technology, and daily operations. Disposal costs would be incorporated into the service rate structure rather than paid directly by the City.

#### **Short-Term Budget Impacts:**

- Contract service payments would replace current operational expenditures.
- Potential one-time revenue from the sale of City sanitation carts and/or equipment.
- Possible transition-related administrative costs (public outreach, contract implementation).

#### **Long-Term Budget Impacts:**

- Reduced exposure to fuel price volatility, equipment failures, and tipping fee increases.
- Elimination of major capital replacement planning for sanitation trucks and carts.
- Reduced annual maintenance and repair costs.
- Ability to reallocate staff time to other Public Works/Council priorities without workforce reductions.

#### **Ratepayer Consideration:**

- Residential and commercial service rates would be established through the negotiated contract structure.

- City-managed billing to maintain local control over rates and customer interface.
- Potential addition of curbside recycling as a new optional service.

**Overall Fiscal Effect:**

While the final financial impact will be determined during contract negotiations, the transition is expected to provide:

- Greater cost predictability
- Reduced financial risk
- Stabilized long-term sanitation expenditures
- Improved operational efficiency.

Sanitation services will continue to be supported through user fees and enterprise-style cost recovery.

**RECOMMENDATION:**

Motion to approve to select Kieffer Sanitation (Waste Connections of South Dakota, Inc.) as the preferred provider for Municipal Solid Waste Collection and Disposal Services and authorize staff to proceed with contract negotiations, with final agreement subject to City Council approval

**ATTACHMENTS:**

- [Sturgis RFP Municipal Solid Waste](#)
- [Solid Waste RFP Comparison](#)
- [Q&A - Response to Municipal Solid Waste RFP](#)

**Approved By:**

Rick Bush, Director of Public Works

**Status:**

Approved - Feb 26 2026

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## Request for Proposals (RFP)

### Municipal Solid Waste Collection and Disposal

#### RFP Schedule of Activities

RFP Released	October 31, 2025
Deadline to Submit Questions:	November 14, 2025
Questions & Answers Posted:	November 18, 2025
Proposals Due and Public Opening:	November 21, 2025 at 2:00PM (MT)
City Council Authorization:	December 1, 2025
Contract Negotiations End	December 15, 2025
Implementation of New Contract	January 1, 2026

City of Sturgis Contact Information and question submittal:

Rick Bush-Director of Public Works  
1057 Dudley Street, Sturgis, SD 57785  
Phone: (605) 347-3916  
Email: [Rbush@sturgisgov.com](mailto:Rbush@sturgisgov.com)

#### Purpose of this Request for Proposal (RFP)

The City of Sturgis is soliciting proposals from qualified environmental service providers to provide Municipal Solid Waste (MSW) collection and disposal services within the Sturgis City limits. The City of Sturgis seeks to establish a long-term contract with a contractor that can deliver reliable, safe, and customer-focused waste collection services at a competitive cost.

Program goals include:

- Providing dependable and cost-effective services
- Maintaining high performance standards for service quality, safety, and customer care

- Utilizing innovation and technology to improve efficiency and communication
- Minimizing environmental impacts
- Educating and engaging with the community

## **Legal Compliance and Publication**

This RFP shall be publicly advertised in accordance with SDCL 5-18A-14. Publication will occur twice in the City of Sturgis' official newspaper, the Black Hills Pioneer, with the first publication at least ten (10) days prior to the submission deadline.

## **RFP Process**

The process involves planning, solicitation, evaluation of proposals, contractor selection, contract negotiations, and implementation of services. If successful, the selected contractor will be required to execute a formal agreement with the City of Sturgis.

Questions regarding this RFP must be submitted in writing to the City by the deadline indicated above. Responses will be issued as an addendum.

## **Submission Format**

Contractor shall submit a bid for collecting, hauling, and disposing of Municipal Solid Waste (MSW) on a per household basis. MSW is defined as, "non-hazardous waste normally generated in households,." Bid shall also include Recyclable Services offered and garbage containers (30-90 gallons) to each household for the use of disposing and collecting Recyclables. Current average number of households per month billed by the City of Sturgis is 2780 Residential accounts and 352 Commercial Accounts.

Electronic Submission: PDF formats are acceptable and should be delivered on thumb drive or other media storage device in an envelope clearly marked "Response – City of Sturgis Municipal Solid Waste Collection and Disposal"

Printed Submission: (3) Three bound copies, sealed and labeled with proposer's name and "RFP Response – City of Sturgis Municipal Solid Waste Collection and Disposal," delivered to City of Sturgis Finance Office at 1040 Harley-Davidson Way, Sturgis SD 57785.

Proposals will be publicly opened and read aloud at 2:00 PM (MT) on November 21, 2025 at the Sturgis City Finance Office, 1040 Harley-Davidson Way, Sturgis, SD 57785.

**Late submissions will not be considered.**

## **Scope of Services**

The contractor shall provide all supervision, equipment, labor, and materials required to:

- Collect and dispose of municipal solid waste at all households within Sturgis City Limits on a weekly basis (curbside).
- Offer Recycling services to all account holders within the Sturgis City Limits on a set schedule to be mutually agreed upon by the contractor and City of Sturgis.
- Collect and dispose of solid waste during special events on an as-needed basis: to include but not limited to the Sturgis Motorcycle Rally, Mustang Rally and Local Sporting Events.
- Provide centralized collection of cardboard material at a city provided site.
- City of Sturgis will consider proposals to include sale or rental of existing 90-gallon and 300-gallon carts that are currently in place and that are in storage.
- Provide any new containers and/or carts suitable for automated or semi-automated collection and maintain all existing containers and/or carts.
- Maintain an operations schedule approved by the City of Sturgis.
- Ensure missed pickups are resolved within 24 hours.
- Maintain clean, safe, and identifiable vehicles and staff uniforms.
- Provide customer service via a toll-free number during business hours.
- Provide reporting to the City regarding collection volumes, complaints, and performance metrics.

Exclusions: Hazardous waste, construction debris, bulky items, or other special waste unless otherwise negotiated.

## **Contract Term**

- Initial contract term shall be five (5) years, with up to two (2) optional two-year renewals upon mutual agreement.

## **Bid, Performance, and Insurance Requirements**

Each proposal must include a proposal guarantee that equals 10% of the proposal, a sa bond or approved security per SDCL5-18A-35.

The Successful Proposer shall provide a Performance Security (required by the City): 100% of the annual contract value as a performance bond or approved security per SDCL 5-18A-362).

Minimum Insurance Requirements:

- \$1,000,000 General Liability (per occurrence)
- \$2,000,000 General Aggregate
- \$1,000,000 Automobile Liability
- Workers Compensation – Statutory per SDCL 62-3-2
- City of Sturgis listed as Additional Insured.

## **Billing Options**

As part of this proposal, the City of Sturgis is seeking input from qualified contractors on the preferred billing structure for services. Two options are being considered, and proposers may indicate which option they recommend or provide pricing for both:

**1. City-Managed Billing:**

- The City of Sturgis would continue to manage and provide monthly billing to all customers.
- The contractor would submit invoices to the City for services rendered, and the City would remain the point of contact for customer billing, collections, and account management.

**2. Contractor-Managed Billing:**

- The contractor would assume full responsibility for billing customers directly.
- Under this option, the contractor would manage account setup, monthly billing, collections, and customer service related to billing.

Proposers may select one option or provide proposals for both options, along with any recommendations, advantages, or considerations that should be taken into account.

## **Service Order Management Options**

As part of this proposal, the City of Sturgis is also evaluating how service orders (e.g., new service starts, stops, transfers, missed service complaints, or special pickups) will be managed. Two options are being considered, and proposers may indicate which option they recommend or provide pricing for both:

1. **City-Managed Service Orders:**
  - The City of Sturgis would continue to serve as the primary point of contact for all customer service orders.
  - City staff would receive, log, and forward requests to the contractor for fulfillment on a daily basis.
  - The contractor would be responsible for timely completion and reporting back to the City for tracking and recordkeeping.
2. **Contractor-Managed Service Orders:**
  - The contractor would assume responsibility for receiving, managing, and completing all customer service orders directly.
  - Customers would contact the contractor for service requests, and the contractor would manage scheduling, resolution, and recordkeeping.
  - The contractor would provide periodic reports to the City summarizing activity, service levels, and response times.

Proposers may select one option or provide proposals for both options, along with any recommendations, advantages, or considerations that should be taken into account.

## **Contractor Requirements**

Maintain an office and staff contact within a reasonable distance of the City of Sturgis corporate limits.

- Provide adequate equipment fleet in good repair, with visible company identification.
- Maintain compliance with all City ordinances, State of South Dakota laws, and federal regulations.
- Provide training, safety programs, and customer service commitments.
- Obtain all required permits, licenses, and insurance.

## **Proposal Requirements**

Proposals must include:

1. Cover Letter – firm introduction and contact info
2. Table of Contents
3. Executive Summary – how proposer will meet City goals and Transition Timeline.
4. Qualifications and Experience – company history, relevant projects, 5-8 Municipal References
5. Operations and Equipment – fleet details(type of trucks and number within a 50 Mile

- Radius, Staffing and hours of operation), maintenance programs, route management
6. Customer Service Plan – complaint resolution, communications, sample of monthly reporting. Safety records (3yrs), Insurance and CDL training.
  7. Pricing Proposal – per unit/per month pricing, optional alternate services, and pricing.
  8. Proof of Financial Stability – audited financial statements, bonding capacity
  9. Proof of Insurance – meeting City minimum coverage limits
  10. Required Forms – bid bond, performance bond, certifications.

## **Proposal Evaluation**

Proposals will be scored based on:

- Qualifications and Experience – 30 points
- Operations and Equipment – 20 points
- Sustainability/Environmental Efforts – 20 points
- Customer Service – 10 points
- Pricing – 20 points

Total: 100 points

The City reserves the right to reject any or all proposals, waive irregularities, and award the contract deemed most advantageous to the community.

## City of Sturgis – Solid Waste Services Proposal Comparison

### 1. Company Background & Experience

#### **G&G Garbage, LLC**

##### Strengths:

- 30+ years of regional operations; locally grown family-owned provider.
- Strong presence in MT, ND, and SD; current service provider for Rally porta-toilets (Dakota Dumper).
- Operates a diverse waste service portfolio including MSW, roll-offs, NORM/TENORM hauling, and large portable restroom fleets.
- Proposes a personalized, customer-service–focused model.

##### Key References from Proposal:

- Regional operations centers in Spearfish and ND/MT markets.
- Claims to have the largest disposal equipment fleet in the region.
- Experience with rally operations and small communities.

#### **Kieffer Sanitation (Waste Connections of South Dakota, Inc.)**

##### Strengths:

- Largest regional provider; backed by Waste Connections—the third-largest waste company in North America.
- Deep existing footprint in the Black Hills: operations in Rapid City, Belle Fourche, Box Elder, Phillip Wall, Gillette, Pierre, and Sioux Falls.
- Established municipal service experience with structured safety and reporting programs.
- Provides extensive references from Box Elder, Custer, Philip, Wall, and Rapid City School District.

## **2. Transition & Implementation Plan**

### **G&G**

- Proposal does not include a detailed transition timeline.
- States willingness to manage all billing, customer service, equipment, trucks, etc.
- No day-by-day or week-by-week plan provided.
- Limited detail on onboarding, cart deployment, or public outreach.

### **Kieffer**

Provides a full 6-week implementation schedule including:

- Staffing, hiring, and CDL onboarding.
- Cart procurement and distribution.
- Route optimization and test runs.
- Public information campaign: mailers, website, social media, hotline.
- Daily reporting during first two weeks after go-live.

## **3. Operations, Fleet, & Technology**

### **G&G**

- Dispatch management via app and handheld devices.
- Drivers send electronic service confirmations.
- All disposal transported to Belle Fourche at G&G's cost (no fees to City).
- Staffing includes primary driver + helper ("garbage technician").
- Rally schedule: trucks start at 4:00 AM.
- Fleet size and type not specified.

### **Kieffer**

- Very detailed fleet specifications and counts:
  - 15 Automated Side-Loads
  - 32 Rear-Loads

- 17 Front-Loads
- 16 Roll-offs
- 22 Support vehicles
- 5 Satellite vehicles

#### Operations and Equipment

- Uses Routeware Software with GPS, 360° cameras, photo verification.
- Offers curbside recycling program and contamination management.
- Dedicated special event services for Rally, Mustang Rally, etc.
- Clearly defined operations schedule, safety programs, and compliance systems.

### **5. Billing & Service Order Management**

#### **G&G**

- Proposes contractor-managed billing (all customers billed directly by G&G).
- City not charged disposal fees; disposal billed through G&G account.
- Minimal detail on invoice formats, reconciliation, or integration with City systems.

#### **Kieffer**

- Provides (2) two options, recommends City-managed billing:
  - City retains rate control and customer interface.
  - Kieffer invoices City monthly.
- Also offers contractor-managed billing, with integrated enterprise billing tools.
- GPS tracking on all collection vehicles
- Route optimization for fuel and time efficiency
- Digital service logs
- Photo verification for blocked or contaminated carts if needed
- Real-time communication between drivers and dispatch

Residents may also use the Waste Connect app, which provides:

- Collection day reminders
- Holiday service updates
- Missed pickup reporting
- Service alerts
- Bulk pickup scheduling (if offered)

For City reporting needs, we can provide:

- GPS tracking on all collection vehicles
- Route optimization for fuel and time efficiency
- Digital service logs
- Photo verification for blocked or contaminated carts if needed
- Real-time communication between drivers and dispatch :
- Monthly service summaries
- Complaint tracking
- Route performance details
- Recycling tonnage reports (if applicable)

## 6. Pricing Comparison (Preliminary)

### Residential Service (Weekly Pickup)

RESIDENTIAL PROVIDER	BASE RATE 1- 90-gallon tote	ADD. TOTE	NOTES
City of Sturgis 2025 Rates	\$18.59-1 x Week (City also pays BF \$68.00 p/ton in tipping fees)	\$18.59	City Managed Billing
G&G Garbage LLC	\$20.00- 1 x Week (includes tipping fees)	\$18.00	Contract Billing
Kieffer Sanitation	\$15.80- 1 x Week (includes tipping fees)	\$12.00	City Managed Billing
	\$16.80- 1 x Week	\$13.00	Contract Billing

COMERCIAL PROVIDER	BASE RATE 1- 300-gallon tote	ADD. TOTE	NOTES
City of Sturgis 2025 Rates	\$65.69-1 x Week (City also pays BF \$68.00 p/ton in tipping fees)	(2) 300 Gallon- \$131.38	City Managed Billing
G&G Garbage LLC	\$50.00- 1 x Week (includes tipping fees)k	(2) 300 Gallon- \$100.00	Contract Billing

Kieffer Sanitation	\$65.00- 1 x Week(includes tipping fees)	(2) 300 Gallon-\$123.00	City Managed Billing
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CENTRALIZED CARDBOARD	Exit 32 Drop Off		NOTES
City of Sturgis 2025 Rates	Free to Residents		
G&G Garbage LLC	Not Offered in Proposal		
Kieffer Sanitation	\$100.00 Per/Mos.	Weekly Serviced (4) Front-Load Containers	Billed Directly to the City

RESIDENTIAL RECYLING	Curbside Service Bi-weekly pickup		NOTES
City of Sturgis 2025 Rates	Not Offered		
G&G Garbage LLC	Not Offered in Proposal		
Kieffer Sanitation	\$7.50 Per/Mos.	Subscription Based	City Managed Billing
	\$15.00 Per/Mos.		Contract Billing

SPECIAL EVENT PRICING	2025 Special Sanitation Fee		NOTES
City of Sturgis 2025 Special Sanitation Rates	\$172,308.76 collected as part of 2025 Vending License	We collected 452.14 Tons of Rally Garbage at a cost to BF of \$30,745.52	City puts out approx. 250- 90 gal totes and 225- 300 Gal totes during rally
G&G Garbage LLC	Not Offered in Proposal		
Kieffer Sanitation	\$5.75 Per/Dump 90 Gal	\$12.00 Per/Dump 300- Gal	Billed Directly to the City
Delivery Charge	\$15.00 Per/90- Gal	\$35.00 Per/300 Gal	

## 7. Equipment Purchase

### G&G

- No options included in proposal

### Kieffer

- Would purchase tote inventory at the following rate:
  - 90- Gallon Tote \$19.45 per/tote
  - 300- Gallon Tote \$167.60 per/tote

## **Estimated City Cost for 2025**

\$85-95 per tote for 90 Gallon (2024)

\$339.50 per/tote for 300 Gallon (2025) we budget \$15,000.00 each year for replacement of totes.

City tipping fees to Belle Fourche are \$68.00 per ton for 2025.

- Approximately \$376,025.00 per year
- Rally- \$25,664.56 per year

Equipment Repairs- \$25,000.00+/-

Fuel-\$65,000.00+/-

Wages & Benefits- \$175,000.00 +/- (4 operators, currently we only have 3 staffed)

## Response to Questions on Municipal Solid Waste RFP

**Q:** *Do you have tonnage total reports?*

**A:** Yes. The City maintains monthly tonnage reports, and we have provided the average data from the past three years for reference. We also track Rally-specific tonnage separately for more detailed analysis.

	tons/2023	tons/2024	tons/2025	Rally Tonnage		
				2023	2024	2025
JAN	357.96	398.94	361.74			
FEB	299.86	354.79	302.48			
MAR	347.01	343.1	351.79	521.60	380.83	452.14
APR	369.7	446.32	411.99			
MAY	509.07	467.54	462.18			
JUN	459.26	397.54	433.87			
JUL	509.38	544.19	610.19			
AUG	750.27	716.98	700.94			
SEP	392.23	402.03	446.38			
OCT	415.96	420.1	441.73			
NOV	379.43	326.4				
DEC	328.33	395.92				
	5,118.46	5,213.85	4,523.29			

**Q:** *Are there options to temporarily adjust or suspend service, particularly if billing is integrated with water and sewer utilities?*

**A:** Yes. Service suspension would follow the same process currently used for temporary water and sewer utility suspensions. When a residence elects to suspend utility services and is placed on availability-fee status, sanitation service is also effectively paused. (Sanitation itself does not have an availability fee.) During a suspension period, it is assumed that totes will not be set out for collection. The City does not retrieve totes when service is suspended, nor do we replace them when service is reinstated.

**Q:** *What are the costs associated with renting or purchasing carts, including 300-gallon containers?*

**A:** We are open to reviewing proposals that outline cart and container options. The City currently utilizes two primary container sizes:

- **90-gallon individual totes** used for curbside residential collection.

- **300-gallon shared totes** located in alleyways and typically shared by approximately three residences. Most commercial accounts are also serviced using the 300-gallon alley totes.

The City does not currently operate a rental program; all carts in service are owned by the City. However, we are open to proposals that include purchase options, cost structures, or alternative container systems for consideration. Our preference would be to sell our existing inventory to the selected third-party hauler, though the City may reserve the right to place event-specific advertising on containers used during special events such as the Sturgis Motorcycle Rally.

**Q:** *Are there options for purchasing the City's trucks?*

**A:** Yes. The City is open to selling some or all of the vehicles in our current sanitation fleet. The fleet consists of the following units:

- 2022 Peterbilt with Heil automated body**
- 2018 Peterbilt with Heil automated body**
- 2015 Peterbilt with Heil automated body**
- 2011 Peterbilt with Heil automated body**
- 2005 Sterling with Curbtender automated body**
- 2007 Condor rear loader (rubble truck)**

We welcome proposals that outline pricing, purchase structure, or trade options for these vehicles.

**Q:** *What has been the typical number of carts deployed during past Rallies?*

**A:** During previous Sturgis Motorcycle Rallies, the City has deployed a combination of 90-gallon and 300-gallon automated carts throughout the downtown corridor, vendor locations, campgrounds, and residential areas. The exact number fluctuates each year based on vendor activity and site-specific needs; however, the City maintains sufficient inventory of both sizes to support Rally operations without requiring additional carts.

**Approximate Number of Rally Carts Deployed:**

- **200–250 additional 90-gallon carts**
- **Approximately 225 additional 300-gallon carts**

**Q:** *What pricing structures have been used previously?*

**A:** The City's current approach bills Rally vendors through a vendor permit fee, which includes a sanitation component. This sanitation fee is incorporated into the overall permit cost and is used to fund refuse collection and disposal services provided throughout the Sturgis Motorcycle Rally.

Current Residential and Commercial billing is as follows:

**SANITATION - Residential**

	1 TOTE	2 TOTES	3 TOTES	1 DUMPSTER	2 DUMPSTERS	3 DUMPSTERS	4 DUMPSTERS	5 DUMPSTERS
TIMES /WEEK	1 – 90 GALLON	2 – 90 GALLON	3 – 90 GALLON	1 – 300 GALLON	2 – 300 GALLON	3 – 300 GALLON	4 – 300 GALLON	5 – 300 GALLON
1	18.59	37.18	55.77	55.77	111.55	167.32	223.09	278.86
2	34.38	74.37	111.55	111.55	223.09	334.64	446.19	557.73
3	51.57	111.55	167.32	167.32	334.64	501.96	669.27	836.60
4	68.76	148.73	223.09	223.09	446.19	669.27	892.37	1115.46
5	85.95	185.92	278.86	278.86	557.73	836.60	1115.46	1394.32
6	103.14	223.09	334.64	334.64	669.27	1003.91	1338.55	1673.19
7	120.33	260.27	390.41	390.41	780.82	1171.23	1561.64	1952.06

**Q:** *What are the designated service hours for both residential and commercial accounts?*

**A:** The City’s current operating hours are as follows:

- **Monday–Thursday:** 7:00 a.m. to 3:00 p.m.
- **Friday:** 7:00 a.m. to 10:00 a.m. (Five-day residential routes)
- **Saturday & Sunday:** 6:00 a.m. to 8:00 a.m., limited to select commercial accounts and service at the Exit 32 recycling, cardboard, and yard waste drop-off site.

**Q:** *Can the system be converted to front-load collection?*

**A:** Potentially. While we are open to reviewing proposed front-load collection methods, many of the existing alleyways present significant challenges for front-load equipment—particularly during high-traffic periods such as the Sturgis Motorcycle Rally. Any proposed operational changes that deviate from the current collection process would need to be thoroughly evaluated and may require formal review and approval by the City.

**Q:** *What are the service hours during the Rally?*

**A:** During the Sturgis Motorcycle Rally, the City maintains its standard residential collection schedule but implements expanded service hours to manage the significantly increased waste volumes.

- Rally-area carts—along with the downtown corridor, bars, and campgrounds—are serviced beginning at approximately **2:00 a.m.** to ensure collection is completed before peak traffic and business activity resumes, this is a coordinated effort with the nightly street cleaning.
- Additionally, a **midday bar route** is conducted in both the North and South Alleys between Middle Street and 4th Street to provide supplemental service in high-demand areas.

**Q:** *Do you provide bulk waste collection?*

**A:** No. The City does not currently offer bulk waste collection services.

**Q:** *What is the scope of work for the Sturgis Rally line of business?*

**A:** The Rally line of business includes providing enhanced solid waste collection and disposal services throughout the Sturgis Motorcycle Rally. This involves deploying and servicing additional 90-gallon and 300-gallon carts in the downtown corridor, vendor areas, bars, and campgrounds; conducting early-morning collections beginning around 2:00 a.m.; performing a midday bar route in the North and South Alleys; managing high-volume waste under event conditions; coordinating closely with City staff; and reporting Rally-specific tonnage separately.

**Q:** *What is the price structure for Rally sanitation services?*

**A:** During the Sturgis Motorcycle Rally, the City assesses a vendor permit fee that includes a sanitation component to cover refuse collection and disposal services provided throughout the event.

The City is open to considering cost proposals using either of the following structures:

- A **per-tote rate** (e.g., per 300-gallon or 90-gallon container), or
- A **tonnage-based rate** for the duration of the Rally.

Proposed pricing should reflect the unique operational demands of Rally week, including high-volume refuse collection, early-morning and mid-day service cycles, and the need for efficient service in alleys, downtown corridors, bars, campgrounds, and high-traffic commercial areas.

**Q:** *Should recycling be collected curbside weekly, every other week, or at a stationary location?*

**A:** The City's preference is to implement an every-other-week curbside recycling program using an opt-in participation model. This approach provides flexibility for residents who wish to participate while supporting efficient routing and cost management.

Currently, the City operates the Exit 32 stationary recycling drop-off site; however, we anticipate discontinuing this site if curbside recycling service is implemented.

**Q:** *Recycle cart content only?*

**A:** Yes. Recycling carts are intended exclusively for recyclable materials. No household garbage, yard waste, or other non-recyclable items should be placed in these containers.

**Q:** *Have residents previously been offered recycling services, and what is the status of yard waste services?*

**A:** The City currently offers recycling and yard waste services through the Exit 32 Recycling, Cardboard, and Yard Waste Drop-Off Site. Going forward, the City anticipates continuing yard waste services in some form using City crews, as this remains a valued and frequently used program. However, the City intends to discontinue the existing recycling and cardboard drop-off operations and is interested in exploring alternative recycling service models—such as curbside collection—that may improve efficiency and community participation. We are open to proposals and recommendations regarding cardboard collection options.

**Q:** *Could the Yard Waste and cardboard services continue to be handled using roll-offs at the secure yard near the interstate?*

**A:** Yes. We anticipate the RFP will include provisions for continuing certain cardboard recycling services, and we are open to locating cardboard roll-offs at the City-owned Exit 32 site. At this time, the City intends to continue providing yard waste services separately through an established drop-off location, and these services would not be included in the contractor's responsibilities.

**Q:** *Would the current City employees who run the routes be transferred to another department, or would they be available for employment by the contractor?*

**A:** City employees would remain within the City's workforce and are not being considered for transfer to a contractor.

**Q:** *What routing software does the City currently use?*

**A:** The City does not use dedicated sanitation routing software at this time. Any work performed outside of the standard collection routes is managed through work orders, which are tracked using the **gWorks** software platform utilized across the Public Works Department.