



1040 Harley-Davidson Way
Sturgis, SD 57785
605-347-4422

Sturgis City Council Regular Meeting Agenda

Monday, March 1, 2021

Executive Session 6:00 pm ~ Regular Meeting 6:30 pm

City Hall – Council Chambers

1040 Harley-Davidson Way, Sturgis, SD 57785

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Executive Session**
 - a. Legal Cases - 2
 - b. Contracts - 2
 - c. Personnel - 3
- 4. Pledge of Allegiance**
- 5. Informational Reports**
 - a. MUB Minutes from November 24, 2020; December 22, 2020; and January 26, 2021
 - b. 2020 MS4 Report
- 6. Announcements and Praise**
 - a. 5-year SIP Report
- 7. Consider Consent Calendar**
 - a. Consideration to approve minutes from February 16, 2021 regular Council meeting
 - b. Consideration of Resolution 2021-16 – Plat of Lot 1A Revised and Lot 1C revised, Block 1 of Glover’s Third Addition from Cheryl Goodall, Gloria Peterson, Patrick and Tammy Tennyson
 - c. Consideration to set public hearing for March 15 for a Use on Review for an in-home business (mobile home moving business) at 1980 Williams Street for Red Feather Trailers and Cabins LLC (Nickie Cole and Jesse Degenhardt)
 - d. Consideration to set a public hearing on March 15, 2021 for a SEL for the Challenge for Charities Gala on April 17, 2021
- 8. Approval of the claims**

9. Reports

- a. Consideration to approve the appointment of the Library Board Trustee
- b. Appoint replacement of Ward 4 Alderman

10. Other 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.

11. Executive Session -- SDCL 1-25-2 -- if necessary

12. Adjourn


MUB MEETING MINUTES

November 24th, 2020

Attendees included: Ken Sabers, MUB President; Shawn Mechling, MUB member; Ron Waterland (by phone), MUB member; Rick Bush, Public Works Director; Todd Youngberg, Water Superintendent; Daniel Ainslie, City Manager.

1. Meeting called to order by Ken Sabers at 7:33am.
2. a.) Waterland made a motion to approve the November agenda, second by Mechling. All approved.
b.) Waterland made a motion to approve the October minutes, second by Mechling. All approved.
3. Waterland made a motion to approve claims, second by Mechling. All approved.
4. City Finance Office Report- none
5. Customer Concerns- none
6. Water Superintendent Report- Youngberg stated new SCADA system is working well. They are working through any questions and issues. City is delinquent on nitro testing on well #1. City is working with DENR to get resolved.
7. Public Works Director Report- Bush discussed staffing issues due to COVID. He talked about the SCADA system came in under budget. Bush discussed the future need to add more water storage. He mentioned as Sturgis develops, will need more meters and storage
8. Public Hearings -- none
9. Old Business -- none
10. New Business -- None
11. Other matters that may come before the MUB Board -- The question of water and sewer services at the new rodeo grounds was raised. Water is through Rural Water, and the sewer is City Sewer.
12. Executive Session- none.

Mechling motioned to adjourn the meeting at 8:03am, Waterland seconded and all approved. The next meeting will be held on December 22nd, 2020 at 7:30 am in the conference room at the Public Works Campus.



Ken Sabers, MUB President

Published one time at the total approximate cost of \$ _____

MUB MEETING MINUTES

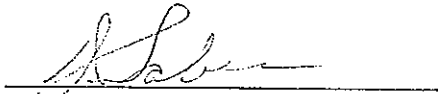
December 22, 2020

Attendees included: Ken Sabers, MUB President; Shawn Mechling, MUB member; Ron Waterland, MUB member; Rick Bush, Public Works Director; Todd Youngberg, Water Superintendent; Daniel Ainslie, City Manager

1. Meeting called to order by Ken Sabers at 7:34 a.m.
2. a.) Mechling made a motion to approve the December agenda, second by Waterland. All approved.
b.) Mechling made a motion to approve the November 24, 2020 minutes, second by Waterland. All approved
3. Waterland made a motion to approve the claims, second by Mechling. All approved after discussion on the A & L Contractors, LLC claim for Vanocker Canyon Storm Water. Sabers questioned why this was being paid out of the Water fund. Ainslie explained that the expenditures weren't approved through the budget when the TIF was created. The payment will be taken out of the Water fund twice as the expenditures have been approved through the TIF in the 2021 budget.
4. City Finance Office Report-None
5. Customer Concerns-None
6. Water Superintendent Report- Youngberg reported that main valves are being checked. They are preparing to exercise them in the Spring. The maps are being updated as they go. The updates will be given to GIS so the maps can all be updated. Youngberg is adjusting service orders. Measurements will be added to the orders for easy future reference. He informed the Board that they found 60-70 bad Smart Points. They have been pulled off and he is dealing with the vendor.
7. Public Works Director Report- Bush reported that he has been working with developers who are looking at developing an area by Bestgen Addition. The developers discussed hooking into the Bestgen Addition water system. DENR was contacted and Bush found out Bestgen's water system is noncompliant. Bush is working with AE2S to come up with the most economical solution to get the City's line over to that side of Interstate 90. Bush will send the options to the Board once he receives them from AE2S. Bush also reported that the rodeo grounds are now moved. They will use the City sewer, but water is not available. Bush asked them to contact Bear Butte Water.

8. Ainslie proposed a rate decrease to the Board. The monthly water reduction to parity would be \$1.92 and the total monthly surcharge savings would be \$1.24. Waterland made a motion to recommend to the City Council to reduce the surcharges by \$1.24 and the water rates by \$1.92, Second by Mechling. All approved

Mechling made a motion to adjourn at 9:30 a.m., Waterland seconded and all approved. The next meeting will be held on January 26, 2021 at 7:30 a.m. in the conference room at the Public Works Campus.



Ken Sabers, MUB President

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MUB MEETING MINUTES

January 26th, 2021

Attendees included: Ken Sabers, MUB President; Shawn Mechling, MUB member; Ron Waterland (by phone), MUB member; Rick Bush, Public Works Director; Todd Youngberg, Water Superintendent; Daniel Ainslie, City Manager; Liz Wunderlich, City Engineer ; Greg Barnier, City Attorney.

1. Meeting called to order by Ken Sabers at 7:32 a.m.
2. a.) Mechling made a motion to approve the January agenda, second by Waterland. All approved.
b.) Mechling made a motion to approve the December 22nd, 2020 minutes, second by Waterland. All approved
3. Mechling made a motion to approve the claims, second by Waterland. All approved.
4. Old Business – Revised Utility Rates- old business was moved up because of Ainslie had prior meeting obligation. Ainslie discussed rates due to growth. Counsel recommended lower rates due to growth of community. Average saving will be \$59 annually.
5. City Finance Office Report- none
6. Customer Concerns-one concern this month with water man. Resident presses wrong amount when putting info in.
7. Water Superintendent Report- Youngberg presented board with a copper pipe that had been arched which resulted in a leak. Contractor found current but did not get hurt. Bush stated this was not common practice anymore. Youngberg discussed water leaks over Christmas as well as finance doing an amazing job with shut offs. Youngberg talked about software being able to diagnosis work needing done on clay valves. City looking to be proactive than reactive in repairs. Bush discussed a Deadman Channel line Abernathy shut off to restore water pressure. His issue will need addressed but is temporarily handled.
8. Public Works Director Report- Bush handed out list of TAP fees and supplies needed on hand for Davenport Ranch addition. He discussed the needs to different meter sizes. A 2” meter is more for fire suppression systems. Bush also presented handouts of other developments. AE2S is working on water modeling and sewer. City has been approached about purchasing well at Bestgen Addition. Bush stated well is not currently in compliance, no hydrants and no valves. Bush stated a meter may be needed as done in Murray Addition. Waterland stated he believes selling bulk water is best solution.
9. Public Hearings – none

10. New Business- none

11. Other matters that may come before the MUB Board – none

12. Executive Session- none.

Mechling made a motion to adjourn at 8:32 a.m., Waterland seconded and all approved.

The next meeting will be held on February 16th, 2021 at 7:30 a.m. in the conference room at the Public Works Campus.

A handwritten signature in cursive script, appearing to read "Ken Sabers", is written over a horizontal line.

Ken Sabers, MUB President

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2020 MS4 Annual Report

SD Department of Environment and Natural Resources

General Information

Name of MS4 Program: Sturgis City **Permit No.:** SDR41A006
MS4 Coordinator: Laura Abernathy **Phone Number:**
(605) 347-4422
Mailing Address: 1040 Harley Davidson Way
Email Address: labernathy@sturgisgov.com

General Questions Regarding Your MS4 Program

Stormwater Management Program (SWMP)		Comments <small>(please use this space to clarify or add to your answer)</small>
Has a compliance schedule been developed for fully implementing the SWMP? <small>(Please explain)</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is the SWMP put together in a written document(s)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has the SWMP continued to be revised?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does the SWMP have internal stake holders? (i.e. other internal departments responsible for implementing parts of the SWMP)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Does the SWMP list staff /roles and responsibilities that have been assigned?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is the implementation of the SWMP shared with any other entity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If the implementation of the SWMP is shared with another entity, is there a written agreement documenting responsibilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Informal agreement with Meade County. 3-Mile jurisdiction agreement to be amended to include stormwater management responsibilities.
Does the SWMP identify pollutants of concern? (List all pollutants addressed in your SWMP)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Oil and other petroleum-based fluids, tires, batteries, soaps and detergents, ground water discharge from sump pumps, parking lot power washing
Have strategies been implemented to address the discharge of the pollutants of concern?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The Code Enforcement Officer identifies violations and issues citations and outreach as necessary.
Does your SWMP contain a description of the rationale for each Best Management Practice (BMP), a measurable goal, and an assessment of each goal for each of the minimum control measures?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Public Education and Outreach		Comments (Please use this space to clarify or add to your answer)
Are educational materials distributed or outreach activities conducted to educate the public on reducing pollutants in stormwater runoff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Pamphlets are readily available and updated periodically.
Are local businesses targeted with informational materials on improper waste disposal and illegal discharges?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Public Involvement/Participation		Comments (Please use this space to clarify or add to your answer)
Has the public been involved in developing, reviewing, and implementing the SWMP?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The recent version of the SWMP was presented and adopted by City Council in Sept. 2020.
Are efforts being made to reach out and engage the entire community in the MS4 program?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Potential speaking engagements have been identified. Awareness factoid published in monthly utility newsletter
Has your MS4 complied with all public notice requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Are you documenting efforts to involve the public and ensure they were given opportunities to be involved?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MS4-related materials are presented to City Council and available in the council packet on the city website.
Illicit Discharge Detection and Elimination		Comments (Please use this space to clarify or add to your answer)
Does your MS4 have an ordinance prohibiting non-stormwater discharges into the storm sewer system?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Ordinance 11.04.07: Illegal Disposal of Waste, 11.05.02: Discharge of Wastewater in Natural Outlet Prohibited, and 11.05.23: Discharge of Prohibited Materials address this concern.
Does your MS4 have enforcement measures for illicit discharges?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	List enforcement mechanisms: City Ordinance 36.02.01: General Enforcement Authority City Ordinance 36.02.02: Authority to Inspect allows Code Enforcement Office to inspect and issue citations for violations
Has a plan been developed and implemented to detect illicit discharges, including the following elements (must be a written part of the SWMP): <ul style="list-style-type: none"> • Procedures for locating priority areas. • Procedures for tracing the source of the discharge. • Procedures for removing the source of the discharge. • Procedures for evaluating /assessing the illicit discharge plan. 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2021 goals include developing a plan for regular inspection.
Does your MS4 have a map of: <ul style="list-style-type: none"> • Storm sewer system • Storm sewer outfalls • Names and locations of waters of the state that receive discharges from the outfalls. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	This information is inventoried in GIS

Are public employees, businesses, and the general public being informed of hazards associated with illegal discharges and improper disposal of waste?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	This information is readily available to the public. Local businesses and temporary vendors are provided information regarding discharge regulations and requirements for containment. Businesses will receive a fine if repeatedly non-compliant.
Is dry weather screening being conducted to detect illicit discharges?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	2021 goals include developing a plan for regular inspection.
Are illicit discharge investigations and enforcement actions being documented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The Code Compliance Officer documents all investigations and all penalties and fines are entered in the CitizenServe internal web portal.
Construction Site Stormwater Runoff Control		Comments (Please use this space to clarify or add to your answer)
Does your MS4 have an ordinance or regulatory mechanism to require erosion and sediment controls for construction activities of one or more acres?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Title 19: Subdivision of Land, Title 11: Health and Sanitations, and Title 2: Contractor's Licensing and Construction Regulations
Does your MS4 have requirements for proper erosion and sediment control BMPs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The City follows DENR requirements for erosion and sediment control.
Does your MS4 have requirements for construction site operators to control waste materials?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The City references a Developer's Checklist that lists specific instructions related to all forms of construction within the City.
Does your MS4 have procedures for site plan review that considers water quality impacts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The City Building Inspector, with coordination of Engineering and Public Works staff, make multiple site visits during the course of any particular construction project to ensure all regulations are being met and all BMPs are utilized. Stormwater permit requirements are also inspected on a regular basis.
Does your MS4 have procedures for receipt and consideration of information submitted by the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The CitizenServe web portal is used to record all complaints, actions, and resolutions of all public and City staff investigations. General information is available to the public.
Does your MS4 have procedures for site inspections?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	The City Building Inspector, in coordination with the City Engineer, is required to make multiple site visits during the course of any construction project to ensure all regulations are met and all BMPs are being utilized.
Does your MS4 have procedures for enforcement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Applicable through City's code enforcement program.
Post Construction Stormwater Management		Comments (Please use this space to clarify or add to your answer)
Does your MS4 have an ordinance or other regulatory mechanism to require post construction BMPs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	All disturbed areas must be re-established within one year of project completion.
Does your MS4 have requirements to ensure long-term operation and maintenance of the BMPs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	City ordinance requires all drainages and waterways be kept free of debris and properly maintained. These areas are inspected and

		maintained on a regular basis by the Public Works Department.
Pollution Prevention		Comments (Please use this space to clarify or add to your answer)
Has pollution prevention guidelines for reducing pollutant runoff from municipal operations been developed and implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Multiple departments have worked together to identify pollutants and control measures that can be implemented.

Public Education and Outreach

List all public education and outreach goals that were to be completed in 2020 and include the dates completed. Explain how the goal is being measured and whether it is having the desired effect. Include any previous year's goals that were not previously met but were completed this year:

Goal and date completed:	How the goal is measured:	Is the goal having the desired effect?
Stormwater markers installed – Summer 2020	By the number of markers installed (50 on a major road)	Many storm sewer inlets will not be able to have a marker due to location and design
Informational stormwater web page redesign – Summer 2020	By the number of topics and documents added to webpage	Page number views increase by being cross-posted to other city webpages
Speaking engagement – Kiwanis club – 10/8/2020	By the number of people reached	Several community members were educated about city policies and MS4 compliance

For goals that were not completed in 2020, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal? Include any additional goals for 2021.

Voluntary closures due to COVID-19 affected the timeliness of the contractor newsletter. Goals for 2021 include picking up the regular publishing schedule for the newsletter. Additional goals include installing more storm sewer markers in Summer 2021, identifying additional speaking engagement opportunities, and expanding information available on the city website.

List all BMPs that have already been implemented for public education and outreach that are continuing to be maintained through the SWMP. Include a schedule indicating how each BMP is being implemented.

1. Continue MS4 activities including public education appropriate for the Sturgis community. Continue identifying and enhancing education and outreach materials as necessary. Identify resource needs for budgeting purposes and reviewing effectiveness of education and outreach activities. Explore existing programs and materials available from local, state, and federal sources that can be modified to meet the needs of Sturgis.

Publish at least one topic to be included in the monthly newsletter promoting existing city services and events, promoting the complaint-based system of addressing illicit storm water discharges and general pollution and littering within the city limits, and promoting increased awareness of storm water quality as well as other environmental concerns.

Existing programs that are currently promoted in monthly newsletters include the bi-annual spring and fall cleanup event, the seasonal self-service grass and leaf disposal program, weekly residential solid waste collection, self-service recycling program, regular street cleaning, etc. Storm water topics may include general discussion of:

- the harmful effects of storm water pollution;
- “Did-You-Know?” stormwater facts and common sources of urban storm water pollution, including improper use and disposal of pesticides and fertilizers, oil and grease from roadways and parking lots, sediment from construction sites, pet waste, and carelessly discarded trash such as cigarette butts, paper wrappers, and plastic bottles; and
- the complaint-based system of addressing illicit storm water discharges and general pollution and littering within the city limits

Progress will be measured by the number of newsletters distributed which contain the specific article.

2. Develop and distribute MS4 information sheets to temporary businesses that apply for vending

licenses during the annual Sturgis Motorcycle Rally. Include information related to city inspections and enforcement of MS4 related ordinances. The number of contacts made based on the number of inspections logged by the inspection staff will provide the measure of effort toward this activity.

3. Expand and update the Sturgis Storm water web page as necessary. Online resources with links to relevant federal websites will be included.
4. Install storm sewer markers on storm sewer inlets as necessary with staffing or volunteers if available.

In 2015, all the storm sewer inlets within the Sturgis business district and along all major streets were stenciled with a message discouraging the disposal of harmful items. This comprehensive stenciling project was completed through a coordinated effort using city staff and members of the SD Department of Corrections work release program.

However, since the use of storm sewer stenciling can be contradictory to the message being sent to the public, the City of Sturgis has chosen to install Duracast Storm Drain Markers. The multi-layered markers are UV- and abrasion-resistant, and field-tested for an estimated life span of up to 30 years. The installation of these markers will commence in the summer of 2019 in conjunction with the regular bi-annual cleaning of catch basins. This process will continue on a seasonal basis until all inlets are marked. The physical field efforts will be augmented with media publicity and news articles.

Storm sewer markers will be installed in conjunction with the regular bi-annual cleaning of catch basins. The physical field efforts will be augmented with media publicity, public service announcements, and interviews. Units of measure will be reports of the numbers of markers ordered per year by field staff, number of markers installed, and documentation of media coverage of marker installation efforts by city staff and volunteers.

5. Develop topical brochures to be made available at City offices.

The use and availability of brochures will standardize the MS4 message the City is bringing to the public. These brochures will be topical, such as a brochure identifying common stormwater pollutants. Brochures will be made available at the City Finance Office, Department of Planning and Permitting, and Public Works. PDF copies of the brochures will also be made available on the stormwater information page of the city website. Measurable goal is the number of flyers completed and printed.

6. Create opportunities for public speaking events.

Staff will create and offer presentations upon request to service organizations, schools, special interest groups, etc. regarding all City programs and services that reduce storm water pollution. Though not intended to be an all-inclusive list, other programs may consist of spring and fall cleanup weeks, grass and leaf disposal, recycling, etc. Activity will be measured by the number of speaking engagements requested.

7. Send quarterly newsletter to contractors registered with the City of Sturgis.

Implementation of a quarterly contractor newsletter began in 2017. The newsletter includes informational articles specific to large and small contractors working within the city limits. Activity will be measured by the inclusion of at least one article dedicated to stormwater pollution prevention per newsletter.

8. Develop and promote informational materials targeting local businesses.

Informational pamphlets will be created specific to high-risk businesses, reminding them of the impacts of improper waste disposal and illegal discharges. Businesses targeted for possible pollutants include the following:

- Convenience stores/gas stations
- Automotive services
- Restaurants
- Temporary vendors for the annual motorcycle rally

Activity will be measured by the completion of the pamphlets and the number of businesses contacted.

Please explain the BMPs that have been implemented for public education and outreach and if they are having the desired effect. Also explain how the desired effect of each BMP is being determined.

BMP:	BMPs' determined effectiveness:	Is the BMP having the desired effect?
Publication in monthly newsletter	At least one stormwater, pollution prevention or annual cleanup is included in each newsletter	The newsletter reaches all utility account holders
Temporary vendor stormwater/pollution awareness	Checklist items need to be acknowledged by applicant in the temporary vendor application form	On-site inspections determine effectiveness
Stormwater city web page	Page views, downloads	More engagement by utilizing social media may have to be considered
Storm sewer markers	Install "Do Not Dump" markers on storm drains to prevent pollution	Unknown; will check status of markers in summer 2021 to verify long term viability
Topical brochures	Number of views/downloads	More brochures should be dispersed in multiple offices
Quarterly newsletter	Email push to all licensed and formerly licensed contractors	At least one article refers to stormwater management/control measures
Informational materials for local businesses	Acknowledgement/compliance from local businesses	Additional outreach will need to be made

Public Involvement/Participation

List all public involvement and participation goals that were to be completed in 2020 and include the dates completed. Explain how the goal is being measured and whether it is having the desired effect. Include any previous year's goals that were not previously met but were completed this year:

Goal and date completed:	How is the goal measured?	Is the goal having the desired effect?
City Council presentation of SWMP 10/5/2020	Documentation in City Council official minutes	Yes – it was publicly presented, available as a PDF document, recorded and streamed live on Facebook
Promotion of cleanup events and receptacles (spring, fall 2020)	Publication in newsletter, other media	Yes – bi-annual clean-up events have high public participation and is highly publicized
Collaboration with other entities	Signed partnership agreement	Drafted but not implemented

For goals that were not completed in 2020, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal? Include any additional goals for 2021.

Written partnership agreement needs to be formally presented to Meade County. Staff intends to include this in the jurisdiction agreement.

List all BMPs that have already been implemented for public involvement and participation that are continuing to be maintained through the SWMP. Include a schedule indicating how each BMP is being implemented.

1. Hold public meetings to receive input on proposed storm water management program changes.

This level of notification provides the entire community equal opportunity to be informed of MS4 Program activities considered by the City Council and to participate in the process of developing, reviewing, and implementing the Sturgis MS4 Program. Staff will fulfill statutory requirements of SDCL 1-25-1.1. Notice of meetings of public bodies -- Violation as misdemeanor for all City Council meetings.

All public bodies shall provide public notice, with proposed agenda, at least twenty-four hours prior to any meeting, by posting a copy of the notice, visible to the public, at the principal office of the public body holding the meeting, and, for special or rescheduled meetings, delivering, in person, by mail or by telephone, the information in the notice to members of the local news media who have requested notice. For special or rescheduled meetings, all public bodies shall also comply with the public notice provisions of this section for regular meetings to the extent that circumstances permit.

Satisfactory implementation of this statutory requirement and best management practice will be assumed unless otherwise indicated by successful litigation against the City for failure to provide statutory public notice of City Council meetings.

In addition, agendas provided to the local news media in the event of special or rescheduled meetings involving the MS4 Program or other existing programs with a storm water quality benefit will be provided in the council report as a measure of compliance and completion of this best management practice activity.

2. Approach local agencies for potential partnership opportunities, such as Meade County. Goal will be measured by agreement signed by the parties involved.

3. Continue to actively promote and conduct current city programs with an associated storm water quality benefit – spring and fall cleanup, recycling, grass and leaf disposal, residential solid waste collection. The level of success and community participation will be measured in tons of material diverted for proper disposal.

Please explain the BMPs that have been implemented for public education and outreach and if they are having the desired effect. Also explain how the desired effect of each BMP is being determined.

BMP:	BMPs' determined effectiveness:	Is the BMP having the desired effect?
Public Meetings	Increased community involvement, awareness	Public meetings are now live-streamed and saved on the city Facebook page and reach a wider audience
Partnership opportunities	Written agreement that is enforced.	No, no formal agreement is in place.
Promote city disposal programs	Measured by tons of materials by type collected by the city	The city has a high participation rate for free disposal programs (bi-annual clean-up, recycling program, grass and leaf disposal). Public Works actively tracks the amount of materials collected.

Illicit Discharge Detection and Elimination

List all illicit discharge detection and elimination goals that were to be completed in 2020 and include the dates completed. Explain how the goal is being measured and whether it is having the desired effect. Include any previous year's goals that were not previously met but were completed this year:

Goal and date completed:	How is the goal measured?	Is the goal having the desired effect?
Develop a storm sewer system map showing the location of all municipal storm sewer outfalls (ongoing maintenance)	By completion and update of the map	Map is continuously updated to reflect infrastructure improvements.
Prohibit non-storm water discharges into the storm sewer system, and implement appropriate enforcement procedures and actions	By implementing new inter-departmental policies and responsibilities for construction control measures	Additional policies were adopted by staff, such as implementing a developer checklist.
Develop and implement a plan to detect and address non-storm water discharges	By implementing a standard operating procedure adopted at staff-level	Action to address non-storm water discharges is complaint-based. Staff is responsive and addresses these concerns.

For goals that were not completed in 2020, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal? Include any additional goals for 2021.

Staff resources and budget is limited. Staff seeks additional training on proper illicit discharge detection. Goals for 2021 include training and the implementation of a stormwater assessment fee to help fund such activities.

List all BMPs that have already been implemented for illicit discharge detection and elimination that are continuing to be maintained through the SWMP. Include a schedule indicating how each BMP is being implemented.

1. Maintain a map showing the location of all municipal storm sewer outfalls, including major natural tributaries, to the Bear Butte Creek drainage.

The Sturgis GIS contains a layer showing the location of all storm drains and improved drainage channels. This information was inputted in 2012. Field verification of the locations of storm sewer inlets was completed in 2018. Field attribute data is a continuing process. Updates are made as improvements to the system are made. The measurable goal for this BMP is the completion of the map and entry of attributes into the GIS data.

2. Develop and adopt an ordinance, or ordinance revisions, providing authority for implementing Sturgis's plan to detect and address non-storm water discharges, including illicit discharges and illegal dumping, to the storm water management system that complies with the requirements of the federal Phase II rules and South Dakota's General Permit for Storm Water Discharges from Small MS4s.
3. Develop a plan to detect and address non-storm water discharges, including illicit discharges and illegal dumping, to the storm water management system that complies with the requirements of the federal Phase II rules and South Dakota's General Permit for Storm Water Discharges from Small MS4s as provided above.

This best management practice is mandated by the Phase II regulations and South Dakota's General

Permit for Storm Water Discharges from Small MS4s. The measurable goal for this BMP is a written plan or standard operating procedure that has been approved by the Sturgis City Council.

Units of measure for this BMP are undetermined at this time, but will be specified on the actual plan developed and adopted by the City. Reportable units of measure may include:

- number of septic tanks removed from service and replaced with the City’s sanitary sewer collection service,
- prioritization of areas for inspections,
- inspections conducted,
- illicit connections and illegal dumping reported,
- cleanups conducted,
- illicit discharges detected and eliminated.

Receive and respond to confidential complaints of illicit discharges and illegal dumping into the storm water management system and other general pollution or littering within the city limits of Sturgis. Public involvement and participation will be measured by the number of legitimate confidential complaints received by the Code Enforcement Officer and/or another city staff member.

Please explain the BMPs that have been implemented for illicit discharge detection and elimination and if they are having the desired effect. Also explain how the desired effect of each BMP is being determined.

BMP:	BMPs’ determined effectiveness:	Is the BMP having the desired effect?
Maintain map (ongoing)	Regular map updates	Map is continuously updated and shared with stakeholders
Ordinance revisions	Written and enacted ordinance	A separate ordinance has not been adopted, however, staff has taken on additional protocols for preemptive enforcement
Develop plan to detect non-storm water discharges	Discharges detected and eliminated	Regular screening has not been implemented

Construction Site Stormwater Runoff Control

List all construction site stormwater runoff control goals that were to be completed in 2020 and include the dates completed. Explain how the goal is being measured and whether it is having the desired effect. Include any previous year's goals that were not previously met but were completed this year:

Goal and date completed:	How is the goal measured?	Is the goal having the desired effect?
<p>List ESC requirements (ongoing)</p> <p>All projects over 1,000 sq. ft required to have a Storm Water Prevention Plan (as received)</p> <p>Require use of perimeter controls (per project)</p>	<p>Inclusion on building permit</p> <p>Submission of the documentation and inspection of the project</p> <p>Installation of ESC perimeter controls as needed.</p>	<p>Further clarification needs to be added to the building permit (such as a checkbox/acknowledgement)</p> <p>City staff requires this alongside the building permit that details the requirements. On-site inspections ensure that goals are met.</p> <p>Regular on-site inspection ensures that applicants are compliant.</p>

For goals that were not completed in 2020, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal? Include any additional goals for 2021.

A manual exemplifying the city's requirements was not developed. However, a developer's checklist was created and includes the requirements for construction site runoff control that need to be signed off by the developer and city staff. An ordinance regarding additional measures has not been drafted, but has been identified as a goal to be completed by 2024.

List all BMPs that have already been implemented for construction site stormwater runoff control that are continuing to be maintained through the SWMP. Include a schedule indicating how each BMP is being implemented.

1. Develop a list of basic erosion and sediment control techniques, and encourage contractors, developers, homebuilders, and property owners to use those basic erosion and sediment control techniques to reduce or eliminate the migration of sediment off their respective construction sites and properties.

Attainment of this best management practice will be measured in terms of a handout containing the list of basic erosion and sediment control techniques, and the number of handouts shared with contractors and property owners at opportune times such as the issuance of building permits and/or grading permits. In lieu of a handout, this information may be provided during building permit application.

2. Require Erosion and Sediment Control (ESC) plans for any land disturbance greater than 1,000 sq. ft.

Planning for sediment and erosion control practices and procedures in advance of starting construction is an important step in preventing sediment from entering the MS4. A draft ordinance and guidance will be prepared in 2020. A final ordinance and ESC guidance will be available by 2024.

3. Require the use of appropriate perimeter controls on construction sites.

ESC requirements will be revised to require all construction sites on slopes in excess of five percent (5%) and in areas where calculations indicate pooling of water behind the structure to use steel-reinforced silt fencing. Additional requirements include proper installation and maintenance of these and other perimeter controls. Traditional perimeter controls, such as a standard silt fence, have higher failure rates when water pools behind the control. Requiring steel-reinforced silt fence, which is standard silt fence fortified with chain-link fencing and steel stakes, in critical areas will reduce damage to perimeter controls during storm events.

Please explain the BMPs that have been implemented for construction site stormwater runoff control and if they are having the desired effect. Also explain how the desired effect of each BMP is being determined.

BMP:	BMPs' determined effectiveness:	Is the BMP having the desired effect?
List of basic erosion and sediment control techniques	Implementation of techniques	Contractors have been implementing these measures or face a citation for repeat offenses
ESC plans for land disturbance >1,000 sq. ft.	Receipt of plans from applicant	Staff is working to increase awareness and enforcement to reduce sediment into MS4
Erosion control measures	Installation of perimeter controls reduces runoff into storm water system	Staff checks installation with on-site inspections

Post Construction Stormwater Management

List all post construction stormwater management goals that were to be completed in 2020 and include the dates completed. Explain how the goal is being measured and whether it is having the desired effect. Include any previous year's goals that were not previously met but were completed this year:

Goal and date completed:	How is the goal measured?	Is the goal having the desired effect?
Enforcing 10% living landscaping requirements for new commercial construction (as permits are received)	By the receipt of a landscaping plan with a building permit	City staff requires that a landscaping plan be submitted with permit
Continue MS4 maintenance schedule (ongoing)	Completion of street sweeping, catch basin cleaning, etc.	Yes, this is a regular maintenance item completed by Public Works crews
Identify non-conforming streets and streets lacking stormwater infrastructure (June 2020)	Development of a curb and gutter evaluation plan	A curb and gutter evaluation plan and map was created to identify when properties should add stormwater infrastructure

For goals that were not completed in 2020, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal? Include any additional goals for 2021.

Goals for 2021 include continuing enforcement of strict landscaping requirements for new commercial construction. Additional goals include continuing to enforce open space vs. permanent structure ratio on commercial and residential projects as permits are received.

List all BMPs that have already been implemented for post construction stormwater management that are continuing to be maintained through the SWMP. Include a schedule indicating how each BMP is being implemented.

1. Conduct inventory of non-conforming landscaping for commercial properties.
Current city ordinance Title 18 requires a percentage of green space required. Not only is this a community aesthetics issue, but vegetation in accordance with city ordinance has a positive effect in terms of reducing impervious surface and storm water runoff and water quality improvements. The measurable goal will be a mapped inventory of non-conforming lands in Sturgis.
2. Reduce directly connected impervious surfaces by enforcing landscaping requirements for commercial properties.
City staff has been requesting a landscaping plan for each new commercial building permit received. The measurable goal is receiving a landscaping plan or having areas dedicated to living landscaping material denoted on a site plan.
3. Adopt a plan for the replacement of non-conforming boulevard landscape materials with grass or other permeable living materials.
This practice would provide on-lot treatment of storm water and reduce the total volume of storm water being discharged from sites and increase the time of concentration of the runoff that is generated from road surfaces.
4. Expand MS4 maintenance, which includes street sweeping and catch basin cleaning, to include storm drain flushing and camera inspections.

The current Public Works maintenance currently includes regular street sweeping and storm sewer maintenance, but should be expanded in the near future to include camera inspections and storm drain flushing to ensure that the storm sewer system is free of debris.

Please explain the BMPs that have been implemented for post construction stormwater management and if they are having the desired effect. Also explain how the desired effect of each BMP is being determined.

BMP:	BMPs' determined effectiveness:	Is the BMP having the desired effect?
Inventory of non-conforming properties	Mapping percentage of conforming vs. non-conforming properties	Manual mapping of properties is time-consuming with limited staff; focus should be directed to commercial areas that are generally non-conforming
Enforcing 10% minimum landscaping for new construction	By the amount of landscaping dedicated on new construction	City staff requires landscaping plan to be submitted with new building permits; lot coverage considered when new construction occurs
Plan for replacement of non-conforming boulevards	By the number of boulevards and green space installed	New commercial and residential construction or reconstruction requires these design standards to be implemented
Street sweeping and inspections	By keeping inlets and detention ponds free of debris	Yes, manual inspections and cleaning is scheduled as routine maintenance

Pollution Prevention

List all pollution prevention goals that were to be completed in 2020 and include the dates completed. Explain how the goal is being measured and whether it is having the desired effect. Include any previous year's goals that were not previously met but were completed this year:

Goal and date completed:	How is the goal measured?	Is the goal having the desired effect?
Street sweeping program (daily during summer, as needed throughout year)	By tracking equipment hours and locations swept	A part-time employee is dedicated to this position
Gravel/sand ice control (seasonal)	By limiting the amount of sand/gravel used	Public Works stores materials inside to prevent runoff and loss; additional measures could be taken to reduce the use of ice control materials to prevent runoff into storm sewer
Continue to promote biannual City-Wide Clean-Up (2x/year)	Scheduling and promoting the event regularly	This biannual event has a high participation rate
Continue to promote and maintain recycling program (daily)	Tracking the amount of recyclables received	The program is not cost-effective but responds to citizens' desire for a free recycling option

For goals that were not completed in 2020, provide an explanation why the goal was not met, and the new implementation schedule for meeting the goal? Include any additional goals for 2021.

Goals for 2020 included expanding the distribution of educational materials to all city employees. This was not completed; however, department heads regularly meet to discuss projects in depth to identify potential pollution prevention measures that can be enforced by department. Goals for 2021 include continuing this collaboration and open discussion among all city departments.

The spring City-Wide Clean-Up event was cancelled in 2020 due to COVID-19, but event will continue its regular schedule in 2021.

List all BMPs that have already been implemented for pollution prevention that are continuing to be maintained through the SWMP. Include a schedule indicating how each BMP is being implemented.

- Develop and distribute general information to all City operations regarding the purpose of the Storm Water Phase 2 Program.

This best management practice is meant to partially address the staff training requirement mandated by the Phase II regulations and South Dakota's General Permit for Storm Water Discharges from Small MS4s. This information will also be intended to encourage each entity to begin observing and logging activities and locations within their facilities that will become part of their pollution prevention plans. A copy of the information sheet and the number information sheets distributed to City staff will measure this goal.
- Expand storm sewer cleaning and inspection program.

Multi-objective reasons for expanding this program as proposed include:

 - Ensuring level of service of storm sewers,
 - Providing for the proper recovery and disposal of debris and other materials stored temporarily in storm

sewers, and

- Supporting and facilitating the Illicit Discharge Detection and Elimination control measure of the proposed Sturgis’s Storm Water Phase 2 Program.
- documentation of departmental staff training regarding pollution prevention plans standard operating procedures pertaining to urban storm water quality improvements.

Approval, support and adoption of the program by the City Council will measure progress toward completion of this best management practice. Progress will also be measured in terms of linear feet of storm sewer cleaned and inspected and an annual summary/report of findings and condition.

Please explain the BMPs that have been implemented for pollution prevention and if they are having the desired effect. Also explain how the desired effect of each BMP is being determined.

BMP:	BMPs’ determined effectiveness:	Is the BMP having the desired effect?
Storm sewer inspections	By the number of storm inlets inspected and cleared	This is considered routine maintenance before and after major storm events (including snow and rain).
Employee training	By one-on-one meetings and distribution of informational pamphlets.	This is a collaborative effort among city department heads to disperse this information to their subordinates

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Name (print) _____

Title _____

Signature _____

Date _____