



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

Sturgis City Council Regular Meeting Agenda

Tuesday, July 6, 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 - 2
4. **Pledge of Allegiance**
5. **Informational Reports**
 - a. MUB meeting minutes from May 25, 2021
 - b. Planning Commission minutes from June 22, 2021
 - c. Recommendation from the Meeting Management software package committee
6. **Announcements and Praise**
7. **Councilor's Update**
8. **City Manager's Report**
 - a. Payroll Changes
 1. Library: Eddie Wagner-Library Tech part-time \$11.00
 2. Liquor Store: Leah Hosch Sales Clerk \$12.00, \$13.00 during Rally; Jennifer Parrow Sales Clerk \$12.00, \$13.00 during Rally; Julie Swanson Sales Clerk \$12.00, \$13.00 during Rally
 3. Rally & Events: Terry Maxwell Hospitality Host-Rally Temp \$11.25
 4. Fire Department: Dravan Lensegrav, Dave Cummings, Kaiden Zook, Tom Nelson, Mark Bruch (approved as TBD on June 21, 2021)
 5. Wastewater: Michael Plaggemeyer-Wastewater Superintendent wage change \$2,555.28 per pay period
 6. Police: Corporal Jameson Tebben-Rally Daytime Shift Sergeant \$26.34 only for August 2-15, 2021

7. Public Works: Seasonal Employees increase wage by \$2.00 from August 2-at, 2021
8. Community Center: All existing part-time staff increase \$1.00 per hour from August 2-15, 2021
9. Police: See below

Base Wages:

Reserves & Patrol Officers:	\$18.00*
Security Officers:	\$15.00
Head Food Service:.....	\$17.00
Day/Night Secretary:	\$14.00
Office and Patrol Assistant (Gophers):.....	\$11.00

1 – 3 years of service**	Starting Wage
4 - 6 years	\$0.50
7 - 9 years	\$1.00
10 - 12 years	\$1.50
13 - 15 years	\$2.50
16 years & up	\$3.50

*Team Leaders (13) will be paid an additional \$1.00 per hour on top of their set wage.

**Years of service is based on number of Rallies worked. (i.e. 3rd Rally worked is 3rd year of service)

9. Consider Consent Calendar

- a. Consideration to approve minutes from June 21, 2021, regular Council meeting and the Special Council meeting on June 28, 2021
- b. Consideration to approve Resolution 2021-35 - Plat of Lots 1-13, Open Space Lots in Block 1; Lots 1-27 and Open Space Lots in Block 2; and Dedicated Public Right-of-Way for Twisted Oak Road and Rockyridge Road of Hidden Valley Estates from Hidden Estates, LLC and North 80, LLC
- c. Consideration of abatement of property taxes for Dale and Leanna for 2662 Meadow Drive
- d. Consideration to set a public hearing on July 19, 2021 for a SEL for the Knuckle Saloon at 901 E. Main St, August 6-14, 2021

10. Approval of the claims

11. Public Hearings

- a. Consideration for an on/off sale Malt Beverage & SD Farm Wine license for Just for Looks, owners Tina Hopson and Kami Grubl
- b. Consideration for an on/off sale Malt Beverage & SD Farm Wine license for Mr. Al's/Prime Rally Rentals, owner Dennis Berger
- c. Consideration for the transfer of a Malt Beverage & SD Farm Wine license from Roscoe's to Porky's Barbeque & Grill, owner Kurt Miller
- d. Consideration for a transfer of location for the Liquor Store Annex off-sale liquor license from Harley Davidson Way to 1516 Lazelle Street, Samson's Corner
- e. Consideration for an on/off sale Malt Beverage & SD Farm Wine license for Emma's Ice Cream, owner Amy Groves
- f. Consideration for an on/off sale Wine and Cider license for Emma's Ice Cream, owner Amy Groves
- g. Consideration for street closure for the 16th annual Fulton Street Bash

12. Reports

- a. Consideration to approve second reading of Ordinance 2021-03 – Title 2 – Adoption of the 2021 IBC
- b. Consideration to approve first reading of Title 32 – Animals, Animal Shelter
- c. Discuss Medical Marijuana

13. 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.

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

15. Adjourn

MUB MEETING MINUTES

May 25th, 2021

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

1. Meeting called to order by Ken Sabers at 7:30 a.m.
2. a.) Waterland made a motion to approve the May agenda, second by Mechling. All approved.
b.) Waterland made a motion to approve the April minutes, second by Mechling. All approved
3. Mechling made a motion to approve the claims, second by Waterland. All approved.
4. City Finance Office Report- Bueno presented the 1st quarter financial. Ainslie stated preliminary budget presentation will be next meeting. He asked board to think about putting funds into capital improvement or in surcharge. Waterland and Sabers stated they would like to see it in capital improvement.
5. Customer Concerns – none
6. Water Superintendent Report- Youngberg stated new developments have kept water busy. Meters for multiunit facilities are being installed. Allowing water to be turned off without disrupting services to another. Ager went to line chasing class. Department is ordering supplies and materials to be proactive with the long wait times for items. Youngberg talked about PRV rebuild and Dakota Pumps help. He is wanting to be proactive in the future to catch issues before breaks.
7. Public Works Director Report- Bush discussed bid for I90 to Hidden Hills is currently out-
8. Public Hearings- none
9. Old business – none
10. New Business

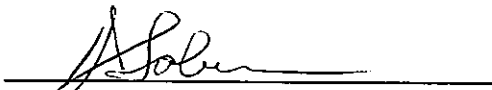
- a) Discussion was had about replacing the Water Main on Pine Glenn, which is part of the Old Murray Water System, Bush advised a future upgrade of line was in planning stages. Ainslie wants a development agreement for tiff. Water Main – 8” Pipe and installation is all the city would cover. Waterland made motion to proceed with water main upgrade project on Pine Glenn. Second by Mechling, all approved.
- b) In 2018, Meade School was granted the ability to drill a well to irrigate new soccer fields located at the High School, school board would like the agreement to be revised to allow for the use of the well in perpetuity so long as it is being used as irrigation. Bush stated that getting water out to high school is not in near future and recommended allowing school to use well for irrigation purposes only. Waterland made a motion to update term of contract, so long as it is used for irrigation only. Second by Mechling, all approved.
- c) Youngberg discussed meeting with Jack Pine Gypsies. Brett and Vicky were both in attendance, representing the Jack Pine Gypsies. A 2” line is currently available but they would possibly look at 3” line. They indicated that the work to include the Meter Pit would not be done before the Rally but would get completed this year. Bush stated that we will keep all documentation of these meetings and discussions.

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 June 22nd, 2021 at 7:30 a.m. in the conference room at the Public Works Campus.



Ken Sabers, MUB President



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Planning Commission Minutes

The City of Sturgis Planning Commission held a special meeting on Tuesday, June 22, 2021 at 5:30pm at Sturgis City Hall at 1040 Harley-Davidson Way, Sturgis, SD.

Present:

Chairman Bill Phillips
Vice-Chairman Dustin Bostrom
Commissioner Aaron Rabenberg
Commissioner Preston Williams

Commissioner David Murtha
Commissioner Brad Neuschwander
Commissioner Alex Usera

Also Present:

Daniel Ainslie – City Manager
Dave Smith – Director of Planning and Permitting
Laura Abernathy – Planning Coordinator
Geody Vandewater (Chief of Police)
Shawn Fisher (Ambulance Director)
Angela Wilkerson (City Council)
Mike Bachand (City Council)

Becca Zerbst (City Council)
Kevin Forrester (City Council)
Mike Bruch
Donahue Williamson
Shanon Vasknetz (Baseline Surveying)
Max Fjelstad

Chairman Phillips called the meeting to order at 5:30pm. Motion to swap agenda items #1 and #2 and approve agenda by Rabenberg, second by Neuschwander. Motion carried. Motion by Usera, second by Williams, to approve the minutes from the June 7, 2021 special meeting. Motion carried. Motion by Neuschwander, second by Murtha to approve the minutes from the June 8, 2021 regular meeting. Motion carried.

Agenda Item #1 – Plat – Hidden Estates, North 80 LLC

The applicants have submitted a plat application Lots 1-13, Open Space Lots in Block 1; Lots 1-27 and Open Space Lots in Block 2; and Dedicated Public Right-of-Way for Twisted Oak Road and Rockyridge Road of Hidden Valley Estates. Abernathy presented the information contained in the commissioners’ packet and reviewed updates submitted since preliminary review. Vasknetz gave the commissioners an update regarding the status of the development. **Motion by Bostrom to recommend approval of the plat. Second by Rabenberg. Motion passed with all members present voting yes.**

Agenda Item #2 – Discussion of Medical Marijuana Policies

Ainslie gave an overview on the status of South Dakota Initiated Measure 26 (Medical Marijuana Initiative), and South Dakota Constitutional Amendment A (Marijuana Legalization Initiative) and presented several policy questions for discussion to provide guidance to staff as a new city ordinance to regulate medical marijuana is drafted. Four policy topics were discussed: whether a dispensary should be authorized; how many dispensaries

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should be allowed and how to license; which zoning districts to allow a dispensary; and private vs. municipal ownership of a dispensary. The commissioners discussed the pros and cons of each policy topic, and several commissioners stated their preference to allow for a hybrid model of municipal ownership of licenses that could be leased to private dispensaries. A recording of the discussion is available at the Planning and Permitting office and on the City website. No action was taken.

Meeting was adjourned at 7:14pm.

A regular meeting will be scheduled for Wednesday, July 7, 2021.

Respectfully submitted,
Laura Abernathy

**Minutes are not considered official until approved by the Planning Commission*



1040 Harley-Davidson Way
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City Council Report

Meeting Date: July 6, 2021

Agenda Item: Meeting Management Software

Prepared By: Christina Steele for the Software Committee

Background Information: In May of this year, Council members Zerbst, Jordan, and Forrester, along with the Finance Officer, Human Resources Manager, and the Public Information Officer, formed a Software Committee to look at new software to enhance the City's public meeting processes. The group considered four primary software products, all of which met the basic goals brought forth by Councilor Forrester earlier in the year. Those goals included increasing transparency, enhancing the ability to find documents used in previous decision-making, and increasing staff efficiency.

Cost, Benefit or Risks: Cost is based on community size and software options. Payment is considered a yearly subscription. The cost for initial setup and implementation will be \$10,600.

Budget Impact: New software of this type was not in the budget for 2021.

Staff Recommendation: After attending several product demos, Q&A sessions with vendors, and obtaining feedback from current customers, the software Committee recommends purchasing a software package from icompass. This company will provide all the required functionality, ease of use, and they offer several additional modules of interest that could be added later.

Once an agreement is signed, staff will begin working with an implementation specialist to customize the required elements to enable the software to integrate into our current systems. The process will take four to five months to launch.

City Manager Approval: _____

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Payroll Change/New Hire Form



Name Eddie Wagner

Job Title Library Tech

Department Library

Brief Job Description (1-2 sentences) Handle the book and media repair program.
Responsible for collection (intake, culling, etc.)
Continue circulation duties.

Status: (Full time, Part time, Seasonal, etc.) Part-time (Max 1,039 hours annually)

New Wage \$11.00

Effective Date July 1, 2021

Council Date July 6, 2021

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

Library Board authorized job duties and wage on Wednesday, June 30th.
This is a temporary hire while short staffed. Eddie worked for the Library several years ago.

Signature of Department Head Julie Moore-Peterson

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

Payroll Change/New Hire Form



Name Leah Hosch

Job Title Sales Clerk

Department Sturgis Liquor Store

Brief Job Description (1-2 sentences) Staff cash register; comply with all alcohol sales regulations; stock shelves and coolers with product; answer customer questions; and maintain cleanliness of building and product.

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

Regular wage: \$12.00

Rally wage: \$13.00

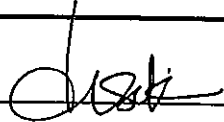
Effective Date: July 7, 2021

Council Date: July 6, 2021

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

Will retrain a few shifts before the Rally and then work the Rally.

Signature of Department Head Travis Parker, General Manager

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

Payroll Change/New Hire Form



Name Jennifer Parrow

Job Title Sales Clerk

Department Sturgis Liquor Store

Brief Job Description (1-2 sentences) Staff cash register; comply with all alcohol sales regulations; stock shelves and coolers with product; answer customer questions; and maintain cleanliness of building and product.

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

Regular wage: \$12.00

Rally wage: \$13.00

Effective Date: July 7, 2021

Council Date: July 6, 2021

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

Will retrain a few shifts before the Rally and then work the Rally.

Signature of Department Head Travis Parker, General Manager

Reviewed by Human Resources: Lisa Katzenstein [Signature]

Authorization: Daniel Ainslie, City Manager

Payroll Change/New Hire Form



Name Julie Swanson

Job Title Sales Clerk

Department Sturgis Liquor Store

Brief Job Description *(1-2 sentences)* Staff cash register; comply with all alcohol sales regulations; stock shelves and coolers with product; answer customer questions; and maintain cleanliness of building and product.

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

Regular wage: \$12.00

Rally wage: \$13.00

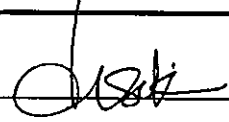
Effective Date: July 7, 2021

Council Date July 6, 2021

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

Will retrain a few shifts before the Rally and then work the Rally.

Signature of Department Head Travis Parker, General Manager

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

Payroll Change/New Hire Form



Name Terry Maxwell

Job Title Hospitality Host

Department Sturgis Rally & Events Dept

Brief Job Description (1-2 sentences) Monitor access to Hospitality / VIP Pavilion. Take tickets. Assist caterer as required. Excellent customer service required.

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

New Wage \$11.25

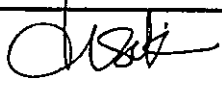
Effective Date August 6, 2021

Council Date July 6, 2021

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

Returning Rally employee. Original hire date: August 1, 2013

Signature of Department Head Jerry Cole, Director Rally & Events

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

Payroll Change/New Hire Form



Name Michael Plaggemeyer

Job Title Wastewater Superintendent

Department Wastewater

Brief Job Description *(1-2 sentences)* Oversee the Wastewater division in PWD. Responsible for wastewater collection, treatment and disposal. Coordinates maintenance as well as service calls. Responsible for documentation, testing and reporting requirements Supervises Wastewater Operators. Maintains budget - tracking expenditures and revenues


Status: *(Full time, Part time, Seasonal, etc.)* Wage Change

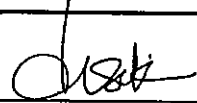
New Wage \$2,555.28 per pay period

Effective Date July 5, 2021

Council Date July 6, 2021

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

Signature of Department Head Rick Bush, PWD Director 

Reviewed by Human Resources:
Lisa Katzenstein 

Authorization:
Daniel Ainslie, City Manager

Payroll Change/New Hire Form



Name Cprl Jameson Tebben

Job Title Rally Daytime Shift Sergeant

Department Police Department

Brief Job Description (1-2 sentences) Overse the daytime shifts. Supervising temporary Rally staff - Team leaders are direct reports.

Status: (Full time, Part time, Seasonal, etc.) No change (currently fulltime Patrol Officer)

Temporary Wage \$26.34

Effective Date August 2, 2021 through August 15, 2021 (1 pay period)

Council Date July 6, 2021

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

Within budget Regulr wage: \$24.94

The Chief relies heavily on the daytime shift sergeant to handle all aspects of Rally day shifts.

Signature of Department Head Chief Geody VanDewater

Reviewed by Human Resources:

Lisa Katzenstein

A handwritten signature in black ink, appearing to read "Lisa Katzenstein", written over a horizontal line.

Authorization:

Daniel Ainslie, City Manager

Payroll Change/New Hire Form



Name All existing seasonal staff

Job Title PWD Seasonal Employee

Department Wastewater / Saniation

Brief Job Description *(1-2 sentences)* Staff is reassigned to the night shift and supports FT Public Works crews with cleaning Main Street, etc. during the Rally

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


New Wage Increase wage by \$2.00 per hour for Rally period

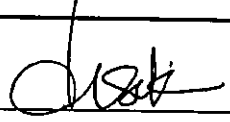
Effective Date August 2nd through August 15th

Council Date July 6, 2021

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

This has been done for several years as a means of retaining our existing part-time staff during the Rally period.

Signature of Department Head Rick Bush, PWD Director - 

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

Payroll Change/New Hire Form



Name All existing part-time staff who continue to work at SCC

Job Title Front Desk Attendant

Department Community Center

Brief Job Description (1-2 sentences) No material changes from non-Rally duties.

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

New Wage Increase \$1.00 for Rally period

Effective Date August 2nd through August 15th pay period

Council Date July 6, 2021

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

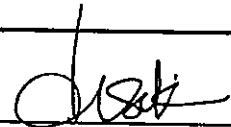
Within budget

This has been done for several years as a means of retaining our existing part-time staff during the Rally period.

Signature of Department Head Rod Heikes 

Reviewed by Human Resources:

Lisa Katzenstein



Authorization to hire:

Daniel Ainslie, City Manager

CITY OF
Sturgis

Police Department follows a scale that rewards longevity and returning employees. We rely heavily on officers, reserves, and support staff to keep the law enforcement functioning.

Base Wages:

Reserves & Patrol Officers:	\$18.00*
Security Officers:	\$15.00
Head Food Service:.....	\$17.00
Day/Night Secretary:.....	\$14.00
Office and Patrol Assistant (Gophers):.....	\$11.00

1 – 3 years of service**	Starting Wage
4 - 6 years	\$0.50
7 - 9 years	\$1.00
10 - 12 years	\$1.50
13 - 15 years	\$2.50
16 years & up	\$3.50

*Team Leaders (13) will be paid an additional \$1.00 per hour on top of their set wage.

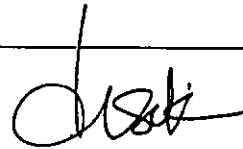
**Years of service is based on number of Rallies worked. (i.e. 3rd Rally worked is 3rd year of service)

Signature of Department Head

Chief Geody VanDewater

Reviewed by Human Resources:

Lisa Katzenstein



Authorization to hire:

Daniel Ainslie, City Manager