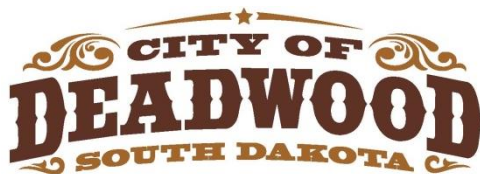




## PARKING & TRANSPORTATION MEETING AGENDA

March 27, 2025

1. ROLL CALL
2. APPROVAL OF MINUTES
3. INFORMATIONAL ITEMS ON THE AGENDA
4. NOTICE TO CONTEST PARKING TICKETS
5. NEW BUSINESS
  - a. Approve 2025 Tour Conveyance License Renewal Applications.
  - b. 2025 Tour Conveyance Schedule
  - c. Mr. Wu's
  - d. Free parking for Monday Movie Nights at Outlaw Square (Excluding the Broadway Parking Garage)
  - e. Free Parking July 19, 2025 for AAU Outlaw Square Shootout
  - f. Main Street Closure Request for Schepp Wedding
  - g. Recommend approval of the Closure of Wall Street from Pioneer Way to Main Street from 6:00 am April 18 - 5:00 pm May 20, 2025 for tuckpointing work on the Bullock Hotel as part of the Historic Preservation Façade Program.
6. OLD BUSINESS
7. INFORMATIONAL ITEMS NOT ON AGENDA  
(Items considered but no action will be taken at this time.)
8. **Adjournment**



# Application for Tourist Conveyance License

(per DCO Chapter 5.40)

I am aware of, and was given a copy of the DCO Chapter 5.40 – Tourist Conveyance as well as read and understand the City of Deadwood Tourist Conveyance Regulations: Ride Deadwood / Rebecca Loftus / Blake Joseph

Name of Company Owner/Manager

Renewal  New Application for Year: 2025

### Business

Business Name (as will appear on license): Ride Deadwood LLC

Business Address: 3213 West Main Street, #225, Rapid City, SD, 57702

Business Phone: 605-800-8687

Home/Cell Phone: Rebecca 801-787-5381 / Blake 213-407-8966

SD Sales Tax Number: 1037-2211-ST

If business is a partnership or corporation, please provide the name and address of each partner/officer.

Name: Rebecca Loftus Address: 4831 West Main Street, Rapid City, SD 57702

Name: Blake Joseph Address: 30 Jefferson Street #1, Deadwood, SD 57732

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

### Person Completing Application

Applicant Name: Rebecca Loftus

Home Address: 4831 West Main Street, Rapid City, SD 57702

Home Phone/Cell Phone: 801-787-5381

Is applicant also the contact person?  Yes  No

If not, who is the contact person for this application:

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone/Cell Phone: \_\_\_\_\_

Proposed Dates of Operation: From May 1, 2025 thru October 31, 2025

Type of Vehicle(s): Gillig double decker bus & International school bus Number of Vehicles: 2

**Vehicle Inspection:** A statement of inspection or a service record from an approved mechanic must be provided with this application of the above listed vehicles before license will be issued. A copy of the inspection or service record will be attached to this application and maintained on file with the Chief of Police.

Inspection or Service Record Received: Pre-season inspection will be completed & submitted April 2025 after buses are removed from storage  
Date Received \_\_\_\_\_ Signature of City Staff Receiving Application \_\_\_\_\_

**Staging Location Preference:** 3 Siever Street (same location as previous years)

*Location is subject to approval by the Deadwood City Commission with Parking & Transportation recommendation.*

(Attach recommendation letter(s) from adjacent businesses near proposed location)

**Insurance:** Liability coverage of two-million dollars (\$2,000,000.00) per accident is required naming the City of Deadwood as co-insured. (Attach letter from Agent upon acceptance of license)

Agent's Name and Address: Chris Roberts, HUB International Great Plains, 132 E Illinois St Spearfish, SD 57783

Policy Number: #70APR421003 Expiration Date: 11 / 1 / 2025

**License and Associated Fees:** License and associated fees are set by resolution on an annual basis. Please confirm with the City Finance Office the current license fee. (Fee covers operation of vehicle within the City of Deadwood, limited access to Mt. Moriah Cemetery and one (1) reserved parking location with no additional space(s) provided)

**License Deposit:** Deposit of two-hundred-fifty dollars (\$250.00) is due with this application on or before December 1<sup>st</sup> to reserve license for following year. Balance of license fee is due by May 1<sup>st</sup> of the operation year.

**Operations:**

1. All drivers must possess a certified CDL driver's license and meet all state and federal motor vehicle regulations.
2. Operation of all vehicles shall be in accordance with all state motor vehicle regulations.
3. Each company will be permitted to operate only one vehicle in Mt. Moriah Cemetery at any one time.
4. Each company will be permitted to operate only one vehicle to Mt. Moriah at any one time from assigned parking space.
5. Vehicles operating in Mt. Moriah note that this is still an active cemetery and that the dignity of that area will be maintained during all phases of operation.
6. Vehicles operating in Mt. Moriah will pay the entry for for all persons brought into Mt. Moriah. Fees will be paid to the City of Deadwood per the requirements of the Finance Office.
7. Vehicles will operate in such a manner as to not impede the flow of traffic. No vehicle will stop in a roadway, but will utilize designated stopping areas. Drivers of slow moving vehicles will utilize designated pull-out areas to allow vehicles following to pass safely.
8. If corporate structure or ownership changes, a new application is necessary.
9. The City of Deadwood reserves the right to cancel the license at any time for cause.

Application Signature: Rebecca Loftus Date 03/06/2025

License fee is non refundable

City of Deadwood Action: ( ) Approved ( ) Disapproved

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Application for Tourist Conveyance License

(per DCO Chapter 5.40)

I am aware of, and was given a copy of the DCO Chapter 5.40 – Tourist Conveyance as well as read and understand the City of Deadwood Tourist Conveyance Regulations: Susan Caldwell, manager

Name of Company Owner/Manager

Renewal  New Application for Year: \_\_\_\_\_

Kevin Postner, owner

### Business

Business Name (as will appear on license): Original Deadwood Tour

Business Address: PO Box 472, Deadwood, SD 57732

Business Phone: 605-578-2091

Home/Cell Phone: 605-580-1119 (Susan's cell)

SD Sales Tax Number: 1015-7238 ST.

If business is a partnership or corporation, please provide the name and address of each partner/officer.

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

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

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

### Person Completing Application

Applicant Name: Susan Caldwell

Home Address: 128 May St. #A, Lead, SD 57754

Home Phone/Cell Phone: 605-580-1119

Is applicant also the contact person?  Yes  No

If not, who is the contact person for this application:

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone/Cell Phone: \_\_\_\_\_

Proposed Dates of Operation: From May 16, 2025 thru Oct 18, 2025

**Vehicle Inspection:** A statement of inspection or a service record from an approved mechanic must be provided application of the above listed vehicles before license will be issued. A copy of the inspection or service record will be attached to this application and maintained on file with the Chief of Police.

Inspection or Service Record Received: \_\_\_\_\_

Date Received

Signature of City Staff Receiving Application

**Staging Location Preference:** Gold Nugget Trading Post / Midnight Star.

Location is subject to approval by the Deadwood City Commission with Parking & Transportation recommendation. (Attach recommendation letter(s) from adjacent businesses near proposed location)

**Insurance:** Liability coverage of two-million dollars (\$2,000,000.00) per accident is required naming the City of Deadwood as co-insured. (Attach letter from Agent upon acceptance of license)

Agent's Name and Address: HUB - Linda Speer RN 605-641-9073

Policy Number: 70APR428677 Expiration Date: 08/10/2025

**License and Associated Fees:** License and associated fees are set by resolution on an annual basis. Please confirm with the City Finance Office the current license fee. (Fee covers operation of vehicle within the City of Deadwood, limited access to Mt. Moriah Cemetery and one (1) reserved parking location with no additional space(s) provided)

**License Deposit:** Deposit of two-hundred-fifty dollars (\$250.00) is due with this application on or before February 1<sup>st</sup> to reserve license for following year. Balance of license fee is due by May 1<sup>st</sup> of the operation year.

**Operations:**

1. All drivers must possess a certified CDL driver's license and meet all state and federal motor vehicle regulations.
2. Operation of all vehicles shall be in accordance with all state motor vehicle regulations.
3. Each company will be permitted to operate only one vehicle in Mt. Moriah Cemetery at any one time.
4. Each company will be permitted to operate only one vehicle to Mt. Moriah at any one time from assigned parking space.
5. Vehicles operating in Mt. Moriah note that this is still an active cemetery and that the dignity of that area will be maintained during all phases of operation.
6. Vehicles operating in Mt. Moriah will pay the entry for for all persons brought into Mt. Moriah. Fees will be paid to the City of Deadwood per the requirements of the Finance Office.
7. Vehicles will operate in such a manner as to not impede the flow of traffic. No vehicle will stop in a roadway, but will utilize designated stopping areas. Drivers of slow moving vehicles will utilize designated pull-out areas to allow vehicles following to pass safely.
8. If corporate structure or ownership changes, a new application is necessary.
9. The City of Deadwood reserves the right to cancel the license at any time for cause.

Application Signature: Susan Caldwell Date 3-15-25

License fee is non refundable

City of Deadwood Action: ( ) Approved ( ) Disapproved

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

### PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

Please describe your plans to notify all residents, businesses and churches impacted by the event: N/A  
still walking traffic accessible, only no  
vehicle traffic for 1 hour or less

### ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

NO  YES

Are there any **musical entertainment** features related to your event or facilities rental? If **YES**, please state the number of bands and type of music.

Number of Stages: \_\_\_\_\_ Number of Bands: \_\_\_\_\_

Type of Music: \_\_\_\_\_

Will **sound amplification** be used?  
If **YES**, please indicate: Start Time: \_\_\_\_\_ AM / PM – Finish Time: \_\_\_\_\_ AM / PM

Will **sound check** be conducted prior to the event?  
If **YES**, please indicate: Start Time: \_\_\_\_\_ AM / PM – Finish Time: \_\_\_\_\_ AM / PM

Please describe the sound equipment that will be used for your event: \_\_\_\_\_

Will any fireworks, rockets or other pyrotechnics be used? If **YES**, please attach a copy of your permit (issued by the State Fire Marshall's office) to this application.

Are any signs, banners decorations or special lighting be used? If **YES**, please describe: \_\_\_\_\_

### PROMOTION / ADVERTISING / MARKETING / INTERNET INFORMATION

NO  YES

Will this event be promoted, advertised or marketed in any manner? If **YES**, please describe: \_\_\_\_\_

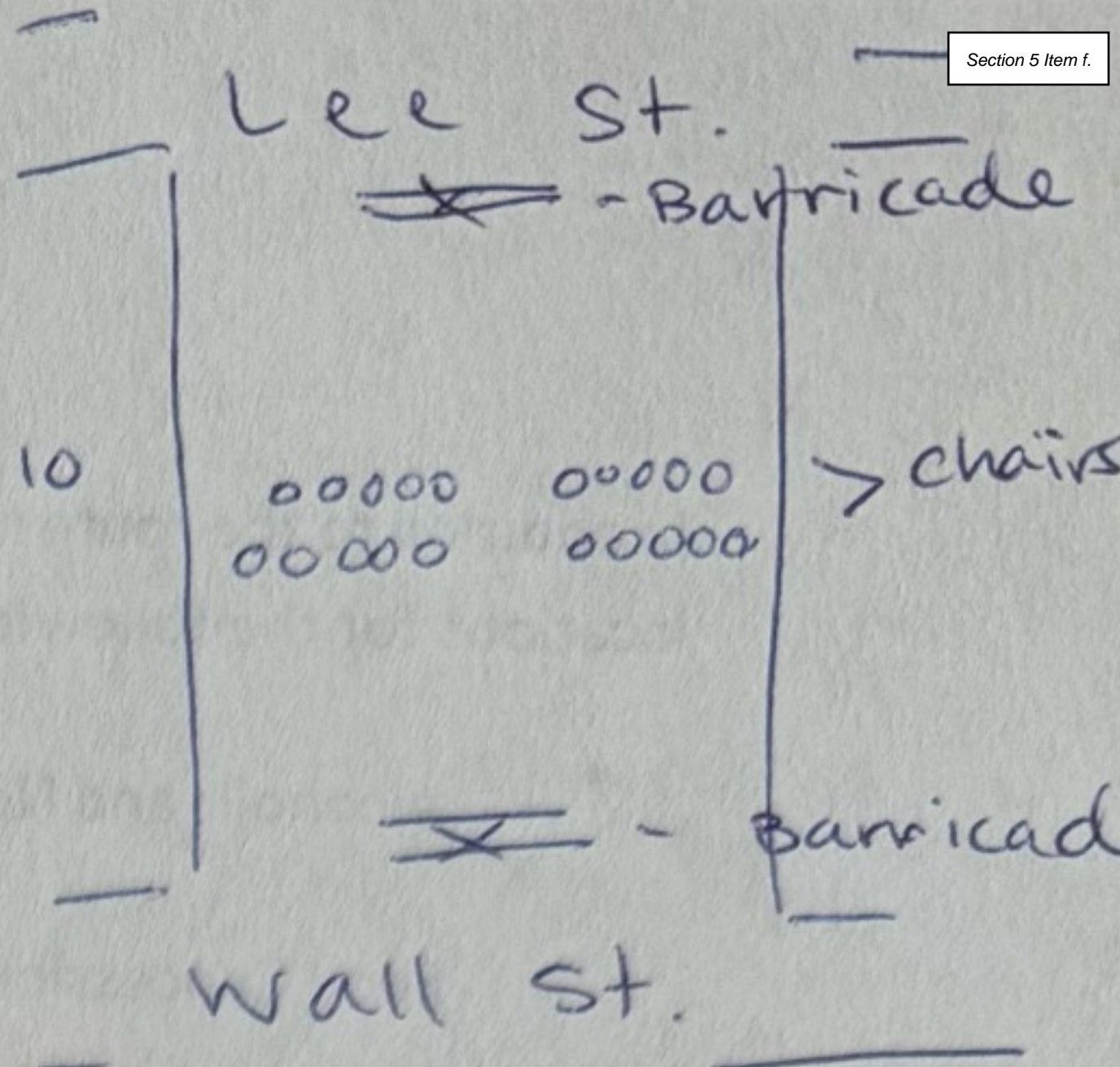
NO  YES

Will there be any live media coverage during your event? If **YES**, please explain: \_\_\_\_\_

Refer all event public inquiries and / or media inquiries for this event to:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Adopted October 7, 2024



**OVERALL EVENT DESCRIPTION:**  
**ROUTE MAP/ SITE DIAGRAM/ SANITATION**

Please provide a detailed description of your proposed event. Include details regarding any components of your event such as use of vehicles, animals, rides or any other pertinent information about the event:

Quick wedding ceremony on main street, (middle of street in front of Saloon 10) Two rows of 20-25 chairs for family and friends to sit starting at 2:30 pm, "ceremony" start @ 3 pm - hopefully quick being non-denominational. would like to barricade off main street from wall st. to Lee st. for no vehicle traffic during that hour of chairs being in the street.

**OVERALL EVENT / FACILITIES RENTAL DESCRIPTION (CONTINUED)**

- NO  YES Does the event involve the sale or use of alcoholic beverages? If YES, please provide your liquor liability insurance information to the last page of this application.
- NO  YES Will items or services be sold at the event? If YES, please describe: \_\_\_\_\_
- NO  YES Does this event involve a moving route of any kind along streets, sidewalks, or highways? If YES, attach a detailed map of your proposed route, indicating the direction of travel and provide written narrative to explain your route.
- NO  YES Does this event involve a fixed venue site? If YES, attach a detailed site map showing all street impacted by the event.

Adopted October 7, 2024

Somewhat a fixed location - on main street (middle of street) in front of Saloon 10.

In addition to the route map required above, please attach a diagram showing the overall lay-out and set-up locations for the following items:

➤ Alcoholic and Non-alcoholic Concession and / or Beer Garden Areas.

➤ Food Concession and / or Food Preparation Area(s).

Please describe how food will be served at the event: N/A

If you intend to cook food in the event area, please specify the method to be used:

GAS     ELECTRIC     CHARCOAL     OTHER(SPECIFY): N/A

➤ First Aid Facilities and Ambulance locations.

➤ Tables and Chairs.

➤ Fencing, Barriers and / or Barricades. @ wall; Lee St. for 1 hour or less

➤ Generator Locations and / or Source of Electricity.

➤ Canopies or Tent Locations.

Tent Rental with Approved Special Event, which is set and amended by resolution, paid to the City of Deadwood:

10' by 10' Set up and take down .....	\$200.00
20' by 30' Set up and take down .....	\$400.00
20' by 40' Set up and take down .....	\$600.00

➤ Booths, Exhibits, Displays or Enclosures.

➤ Scaffolding, Bleachers, Platforms, Stages, Grandstands or Related Structures.

➤ Vehicles and / or Trailers.

➤ Trash Containers and Dumpsters.

(NOTE): You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event, the area must be returned to a clean condition.

Number of trash cans: \_\_\_\_\_ Trash Containers w/ lids: \_\_\_\_\_

Describe your plan for clean-up and removal of waste and garbage during and after the event or use of facility: there will be no trash

Other Related Event Components not covered above. \_\_\_\_\_



### SAFETY / SECURITY / ACCESSIBILITY

Please describe your procedures for both Crowd Control and Internal Security: not necessary

Please describe your Accessibility Plan for access at your event by individuals with disabilities: not necessary

**REQUIRED: It is the applicant's responsibility to comply with all City, County, State and Federal Disability Access Requirements applicable to this event.**

NO  YES  Have you hired any Professional Security organization to handle security arrangements for this event? If YES, please list:

Security Organization: \_\_\_\_\_

Security Organization Address: \_\_\_\_\_ (city) (state) (zip code)

Security Director (Name): \_\_\_\_\_ Business phone: \_\_\_\_\_

NO  YES  Is this a night event? If YES, please state how the event and surrounding area will be illuminated to ensure the safety of the participants and spectators: \_\_\_\_\_

Please indicate what arrangements you have made for providing First Aid Staffing and Equipment? not necessary

Number \_\_\_\_\_ Ambulance(s) – How provided? \_\_\_\_\_

Number \_\_\_\_\_ Emergency Medical Technicians – How provided? \_\_\_\_\_

APPLICANT specifically acknowledges and agrees that it shall be solely responsible for any damage to personal property located in or stored in or upon DEADWOOD's property pursuant to the activity for which approval is being sought and that DEADWOOD shall not be responsible for any damage or loss to or of APPLICANT's property which results from any cause or reason with regard to personal property owned by APPLICANT stored or located on DEADWOOD's property pursuant to approval of the activity for which approval is being sought herein.

Acknowledge acceptance with initial: [Signature]

APPLICANT agrees to hold DEADWOOD harmless and indemnify DEADWOOD from any sums of money which DEADWOOD might have to pay to any person as a result of property damage, personal injury or death resulting from APPLICANT's use of the City property pursuant to approval of the activity for which approval is being sought herein.

Acknowledge acceptance with initial: [Signature]

### APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Commercial (for profit)

Noncommercial (nonprofit)

Sponsoring Organization: N/A

Chief Officer of Organization (NAME): \_\_\_\_\_

Applicant (NAME): \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
(city) (state) (zip code)

Daytime phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Please list any ~~professional~~ event organizer or event service provider hired by you that is authorized to work on your behalf to produce this event.

Name: Bern Laure victor (Aunt of Bride) ; Sandra Pogreba

Address: 320-250-6150  
(city) (state) (zip code)

Contact person "on site" day of event or facility use Sandra Pogreba Pager/Cell #: 320-250-4266  
(Manner of Bride)

**(Note:** This person must be in attendance for the duration of the event and immediately available to city officials)

**REQUIRED:** Attach a written communication from the Chief Officer of the organization which authorizes the applicant or professional event organizer to apply for this Special Event Permit on their behalf.

### FEEES / PROCEEDS / REPORTING

N/A

NO

YES

Is your organization a "Tax Exempt, nonprofit" organization? If YES, you must attach a copy of your IRS 501C Tax Exemption Letter to this Special Event Permit application (providing proof and certifying your current tax exempt, nonprofit status).

Are admission, entry, vendor or participant fees required? If YES, please explain the purpose and provide amount(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EVENT INFORMATION

<input type="checkbox"/> Run	<input type="checkbox"/> Walk	<input type="checkbox"/> Bike Tour	<input type="checkbox"/> Bike Race	<input type="checkbox"/> Parade	<input type="checkbox"/> Concert
<input type="checkbox"/> Street Fair	<input type="checkbox"/> Triathlon	<input checked="" type="checkbox"/> Other			

Event Title: Schopp Wedding Ceremony

Event Date(s): NOV 7<sup>th</sup> 2025 Total Anticipated Attendance: \_\_\_\_\_  
(month, day, year)

(# of Participants 3 (Bride, groom, ordained minister) # of Spectators APPROX 20-25) anticipated

Actual Event Hours: (from: \_\_\_\_\_ AM / PM (to): \_\_\_\_\_ AM / PM

Location / Staging Area: Block of saloon 10 main street

Set up/assembly/construction Same Day Start time: 2:30 pm AM / PM

Please describe the scope of your setup / assembly work (specific details): 25 folding chairs in middle of street

Dismantle Date: Same Day Completion time: 3:30 pm AM / PM

List any street(s) requiring closure as a result of this event. Include **street name(s), day, date** and **time** of closing and time of re-opening: Main street from Wall Street to Lee Street for 1 hour, only no vehicles

- Any request involving 25 or less motor vehicles will utilize Deadwood Street and will be barricaded at both ends of Deadwood Street.
- Any request involving 25-50 motor vehicles (not including motorcycles) will park on the north side of Main Street, which will not require street closure.
- Any request involving 50 or more vehicles which would require an entire street closure from Wall Street to Deadwood Street will require security be provided at Deadwood Street and Main Street and Wall Street and Main Street to direct traffic.
- Additional security may be required at the discretion of the Event Committee.

### OPEN CONTAINER

*n/a*

<https://www.cityofdeadwood.com/planning/page/special-event-open-container-information-and-maps>

Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____
Date: _____	Times: _____	Zone: _____

## INSURANCE REQUIREMENTS/LIQUOR LIABILITY

**REQUIRED:** Insurance for your event will be required before final permit approval.

Name of Insurance Company: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Policy Number: \_\_\_\_\_ Policy Type: \_\_\_\_\_

Address: \_\_\_\_\_  
(city) (state) (zip code)

For final permit approval, you will need commercial general liability insurance that names "the City of Deadwood, its officers, employees and agents" as an additional insured. Insurance coverage must be maintained for the duration of the event. To determine the amount of insurance coverage necessary, please contact the Finance Office at (605) 578-2600 – Fax # (605) 578-2084.

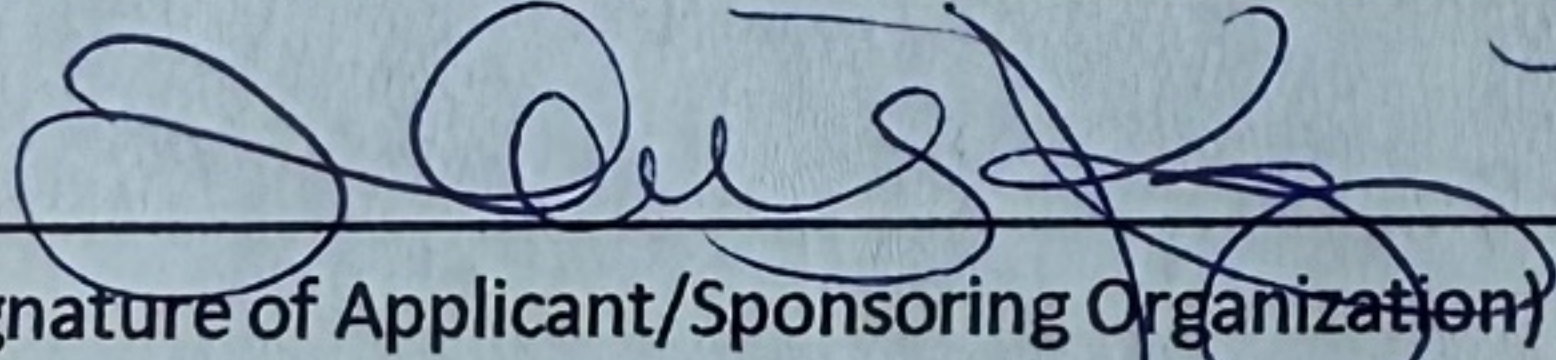
The City must be named as an "additional insured." Please obtain the required insurance and mail an original insurance certificate to: **City of Deadwood, Finance Office, 102 Sherman Street, Deadwood, SD 57732.**

### AFFIDAVIT OF APPLICANT

**Advance Cancellation Notice Required:** If this event is cancelled, notify the Deadwood Police Department. Otherwise, City personnel and equipment may be needlessly dispatched.

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 and I understand that this application is made subject to the rules and regulations established by the City Commission of Deadwood. I agree to abide by these rules and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the Event to the City of Deadwood.

Name of Applicant (PRINT): Hailey Koep Title: Event Requester

 Date: 2/23/25  
(Signature of Applicant/Sponsoring Organization)