

# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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## City Finance Office

300 Sixth Street  
Rapid City, South Dakota 57701  
605-394-4143

TO: Council Members  
FROM: Jim Preston *J* LF012903-03  
SUBJECT: Jep Enck  
DATE: January 22, 2003

Attached is a proposed agreement with Jep Enck who is a professional speaker from Ft. Collins, Colorado. Several finance officers heard his presentation during the SDML conference in October and felt others should have the opportunity to hear his presentation. It was the best presentation that I have heard in a number of years. His topics include communication, teamwork and working with others to reach common goals. He will address leadership in the 21<sup>st</sup> Century, customer service, conflict resolution and motivation management.

The Black Hills municipalities have pooled resources to invite Mr. Enck to come to Rapid City and Sturgis to make a presentation. The total cost should not exceed \$2,800 to include expenses and a room at the Civic Center. It is expected that Rapid City's share will not exceed \$1,200.

Presentations have been scheduled for March 6, 2003, at 2:00 p.m. in the Rushmore Plaza Civic Center and 6:30 p.m. at the Community Center in Sturgis. Staff and elected officials can attend either presentation.

I would like to have each department send all of their supervisors plus any others that can attend. I would also encourage you to attend. I think you would enjoy it very much.

I am asking that you approve the agreement and make time to attend this educational and interesting presentation.

cc: Mayor Munson

**Enck Resources**  
1619 Lake Shore Drive  
Fort Collins, CO 80525  
(970) 207-1550  
(fax) 207-1650

**Dynamic  
Presentations,  
Facilitation,  
Training and  
Publications**

**AGREEMENT**

It is agreed that JEP ENCK will address the following presentations on March 6, 2003 for a fee of \$2,100.00 plus expenses from Fort Collins, Colorado. Expenses include mileage at .32¢ per mile, lodging and per diem @ \$42.00.

**Client:** Jim Preston  
Finance Office  
City of Rapid City  
300 6th Street  
Rapid City, SD 57701

**Location:** Rapid City and Sturgis, SD

**Topic:** Leadership, Teamwork and Communication

**Time:** afternoon in Rapid City and evening in Sturgis

**Attendees:** City staff of the Black Hills Area

**AV needs:** Cordless microphone, overhead projector, screen, flip chart and markers

**Lodging Needs:** Please make reservations for a non-smoking room for the evening of March 6, 2003

**Payment:** Please return a signed copy of this agreement to Enck Resources, c/o Jep Enck, 1619 Lake Shore Drive, Fort Collins, CO 80525.

The fee and expenses will be billed after the program and are due within 30 days of receipt of invoice, unless other arrangements have been made.


**Cancellations/**

**Postponements:** The client can postpone the event at any time prior to the beginning of travel. Enck Resources will hold the deposit for up to six months from the original presentation to be applied to the rescheduled date. After that time the deposit is forfeited. **Any travel preparation expenses will be paid by the contractor.**

**Special Arrangements:** All video and/or audio duplication of the presentation(s) must be pre-approved.

Thank you for your business!

Accepted by  
**ENCK RESOURCES**

  
\_\_\_\_\_  
TAX ID# 210-44-7027 (Date) 1/16/03

Accepted by

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signed by - please print name)

**ENCK RESOURCES**  
1619 Lakeshore Drive  
Fort Collins, CO 80525  
(970) 207-1550

**Dynamic**  
**Presentations, Facilitations**  
**Trainings & Publications**

**ESTIMATED EXPENSES**

To: Jim Preston  
City of Rapid City

Date: March 6, 2003

Speaker Fee \$ 2,100.00

Prior Consultation \$ n/a

Printing & Duplication \$ n/a

Equipment Rental \$ n/a

Accommodations \$ 75.00

Meals \$ 42.00

**Travel Expenses**

Ground Transportation \$ n/a

Car Rental \$ n/a

Mileage (700 miles rd. trip x .32) \$ 224.00

Airlines \$ n/a

Airport Parking \$ n/a

**Total \$ 2,441.00**

**Thank you for your business.**  
**Jep Enck & Gail Bishop**  
**S.S. #210-44-7027**