

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, April 10, 2018**

Chair of the Board, Donna Winkler called the meeting to order at 8:15 a.m. with the following Board members present: Jennifer Landguth, Mike Diedrich, Gary Brown and Dan Kline. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Deputy Director, Tracy Heitsch; Director of Operations, Paul Sterling; Directors of Sales and Marketing, Priscilla Dominguez; and Administrative Assistant, Sandra Arnold. Liaisons present include: None. Others present include: None.

After review of the meeting agenda motion was made by Brown and seconded by Diedrich **to approve the agenda as presented.** Upon vote being taken, the motion carried unanimously.

General Public Comment

None

Minutes

Motion was made by Brown and seconded by Diedrich **to approve the minutes of March 27, 2018, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for April 10 was audited.

ACE HARDWARE-WEST	49.20
ACES AND EIGHTS BOOSTER CLUB	589.59
ADRENALINE FAST PITCH SOFTBALL	343.97
ALSCO INC	2788.22
BLACK HILLS CHEMICAL CO INC	442.49
BORDER STATES ELECTRIC SUPPLY	329.42
CASH-WA DISTRIBUTING COMPANY	6226.95
CBH COOPERATIVE	127.40
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	200.87
CITY OF RAPID CITY	138.26
COCA-COLA OF THE BLACK HILLS	4129.00
COMPLETE HVAC SERVICE & INSTALLATION	945.92
CONVERGINT TECHNOLOGIES LLC	900.00
CRESCENT ELECTRIC SUPPLY CO	224.08
DALE'S TIRE & RETREADING INC	851.46
DENNIS SUPPLY	111.76
DEPOT MUSIC	2525.00
DIAMOND VOGEL PAINT CTR	111.45
FASTENAL COMPANY	42.19
FISHER BEVERAGE COMPANY INC	358.00
FOOD SERVICES OF AMERICA	20811.77
GRIMM'S PUMP SERVICE INC	488.56
HEARTLAND PAPER CO	104.80
HILLYARD INC. / SIOUX FALLS	396.64
JENNER EQUIPMENT CO	1084.18
JERRY'S CAKES SHAKES & BAKE	27.00
JOHNSON BROTHERS OF SD	2573.70
JOHNSON CONTROLS INC	587.31
JOHNSON MACHINE INC.	168.99
KNECHT HOME CENTER	237.65
LIFT SOLUTIONS INC	4184.53
LOWE'S	948.10
MENARDS	408.28
MIDCONTINENT COMMUNICATIONS	1912.50
NORTH CENTRAL SUPPLY INC	36.00
NORTHWEST PIPE FITTINGS INC	117.98
OVERHEAD DOOR CO. OF RC	1916.09

PROUD PROFESSIONALS	306.24
RAPID CITY GIRLS JUNIOR OLYMPIC AMATEUR SOFTBALL	360.07
RAPID CITY SHRINE CLUB	301.60
RUNNINGS SUPPLY INC	225.69
SAM'S CLUB	431.84
SERVALL UNIFORM/LINEN CO INC	271.36
SOUTH CANYON LUTHERAN	425.63
ST PAUL'S EVANGELICAL LUTHERAN CHURCH	542.72
STAN HOUSTON EQUIP CO INC	92.20
SYSCO MONTANA INC	2639.94
TIM ARCHER	82.63
UNITED PARCEL SERVICE INC	113.48
US FOOD SERVICE	5808.51
WALMART COMMUNITY	208.91
WAYNE DOERING	70.51
WESTERN STATIONERS	196.99
WHISLER BEARING COMPANY	20.50
Total	69,563.13

Motion was made by Landguth and seconded by Kline and carried **to authorize the Finance Officer to issue warrants or treasurers checks, drawn on proper funds, in payment thereof.**

Executive Director's Update

Baltzer explained he and Kraemer met with IATSE union representatives yesterday and will be meeting with them again today; will report at the next meeting.

Baltzer stated the alcohol sponsorship bill that was being worked on with Sioux Falls and Brookings did pass.

Miscellaneous:

1) Civic Center Sales Manager Job Description

Dominguez passed out the job description of the Guest Services Manager showing changes to make it into a Sales Manager position to fit better with the goal of the department; then explained. Motion was made by Landguth and seconded by Kline **to approve the changes to the Sales Manager job description.** Upon vote being taken, the motion carried unanimously.

2) Capital Outlay 2018 – Operations Department

Heitsch passed out an updated prioritized needs list; covering 2018 capital budgeted items. The Point-of-Sales RFP was approved at the last Board meeting and moving forward. Sterling discussed items in the Ice Arena, specifically the ice compressors. Looking at replacing two of the four compressors for approximately \$106,000. The other two compressors would get replaced in a couple of years. The next budgeted item is LED lighting replacements for on-campus parking lot lights; this should provide a return on investment. Production equipment will be worked on this summer or when that department starts to slow down. Sterling then covered the operations and trades vehicles, how they are used and what has been bought, traded, or kept. A new bobcat was purchased so there is no need to spend money on leasing. Also bought a forklift that replaced 1987 forklift; it has a 9,000 lb. lift ability which is 4,000 lbs. more than the other lifts. Sterling then explained another item that needs to be replaced in the Ice Arena is emergency lighting fixtures; about 20 fixtures currently need to be replaced at a cost of \$3,200. This lighting project is moving forward.

3) Executive Session

Winkler asked for a motion to go into executive session; hearing none, it was not held.

There being no further business, motion was made by Landguth and seconded by Kline **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:00 a.m.

I certify a true and accurate accounting of the minutes of the meeting.

Sandra Arnold, Administrative Assistant

Date