

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, April 24, 2018**

Vice-Chair of the Board, Jennifer Landguth called the meeting to order at 8:15 a.m. with the following Board members present: Dan Kline and Gary Brown. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Deputy Director, Tracy Heitsch; Director of Operations, Paul Sterling; Life Safety and Events Coordinator, Larry Dale; and Administrative Assistant, Sandra Arnold. Liaisons present include: VRC, Julie Jensen and City Council, Chad Lewis. Others present include: Vote Yes Rapid City Campaign Director, Silvia Christen. Board member, Mike Diedrich and Rapid City Journal representative, Christopher Vondracek entered later in the meeting.

After review of the meeting agenda, motion was made by Brown and seconded by Kline **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 Kline **to approve the minutes of the April 10, 2018 meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for March 24 was audited.

28 BW ANNUAL AWARDS	1414.50
A & B BUSINESS EQUIPMENT INC	1014.06
ACE HARDWARE-WEST	116.87
ALSCO INC	295.42
ARCHITECTURE INCORPORATED	300.00
BEST BUY BUSINESS ADVANTAGE ACCOUNT	84.97
BHE INDUSTRIES INC	3017.00
CARBONHOUSE	600.00
CASEY PETERSON & ASSOC LTD	2500.00
CASH-WA DISTRIBUTING COMPANY	1994.53
CHRIS SUPPLY COMPANY INC	156.00
CITY OF RAPID CITY	6591.98
COCA-COLA OF THE BLACK HILLS	1782.70
COPY COUNTRY INC.	5.00
DEPOT MUSIC	336.78
DESTINATION RAPID CITY	200.00
DIAMOND VOGEL PAINT CTR	118.45
DOOR SECURITY PRODUCTS INC	240.00
E & J SPECIALTIES INC	62.50
EASTMAN SOUND & MUSIC	55.00
FOOD SERVICES OF AMERICA	6802.10
FORKLIFTS OF MINNESOTA INC	38186.38
FOUR WINDS INTERACTIVE LLC	565.32
GOLDEN WEST TECHNOLOGIES INC	250.00
GRIMM'S PUMP SERVICE INC	144.69
HILLYARD INC. / SIOUX FALLS	1086.94
JANTECH LLC	275.00
JENNER EQUIPMENT CO	527.96
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	1473.15
JOHNSON CONTROLS INC	401.60
KIEFFER SANITATION INC	2996.97
KNECHT HOME CENTER	184.69
KONE INC	4774.70
LOWE'S	190.04

MATHESON TRI-GAS INC	72.38
MIDWEST MARKETING	4735.00
MOUNTAIN STATES SECURITY INC	132.75
MUTH ELECTRIC INC.	3117.00
NORTH CENTRAL SUPPLY INC	100.00
NORTHWEST PIPE FITTINGS INC	24.21
PITNEY BOWES	352.92
PURCHASE POWER/PITNEY BOWES	420.99
RAINBOW GAS CO	5088.76
RAPID BROADCASTING COMPANY	900.00
RAPID CITY AREA CHAMBER OF COMMERCE	30.00
RAPID CITY JOURNAL - ADVERTISING	183.12
RED WING SHOE STORE	356.98
SAFEWAY INC	66.86
SERVALL UNIFORM/LINEN CO INC	135.68
SIMPSON'S PRINTING	81.00
SKYLINE ENGINEERING	972.00
SMG	10000.00
SOUTHERN GLAZER'S OF SD	244.65
SPECIALIZED WELDING	200.00
SUMMIT SIGNS & SUPPLY INC	50.00
SYSCO MONTANA INC	567.69
TEGRA GROUP INC	8250.00
ULINE INC	606.60
US FOOD SERVICE	2126.98
WATERTREE INC	129.55
WESTERN COMMUNICATIONS INC	3432.18
WESTERN STATIONERS	26.73
Total	121,499.33

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

Vondracek entered the meeting.

Liaison Reports

Julie Jensen – Visit Rapid City: Jensen stated she attended the Midwest Travel Writers conference which was very good. Jensen reminded everyone present that May is kick-off month for the tourism/travel season; May 8 is National Travel Rally Day and a special rally will be held from 4pm-6pm at Main Street Square. Midwest Living has been doing their own travel rally and will be here in Rapid City during our Travel Rally Day. A customer Service seminar will be held on May 24 at 10am at the Rushmore Plaza Holiday Inn; panel includes four local business owners within the customer service industry.

Diedrich entered the meeting.

Chad Lewis – Council Liaison: Lewis covered some of the items being discussed at City Council; bench advertising and TIFs. Short discussion followed.

Darren Paulson – School Liaison: Not present.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of March 2018 YOY comparison through 2014, along with budget comparison, as sent to each Board Member. Board accepts as information.

Heitsch handed out an updated prioritized needs list then explained the total items for 2018, including Rushmore Hall Phase I project, is estimated about \$2.1 million. Heitsch detailed each of the items on the list, along with a new item of roll carpet needed for Rushmore Hall.

Executive Director's Update

Baltzer stated the facility has always been a breastfeeding friendly business but has now become officially a breastfeeding friendly business with a designated area. Heitsch explained further that Healthy SD approached the

Civic Center to take the pledge to provide a welcoming environment by designating an area and display the "Breastfeeding Welcome Here" cling; the First Aid room in the east concourse has been designated as this area.

Baltzer stated he invited a guest for his update, Silvia Christen, Campaign Manager for Vote Yes Rapid City. Christen detailed all the things that have been happening with the efforts so far and what the campaign is working on until the vote on June 5. Christen stated full campaign mode will begin on May 1st. Christen invited everyone to view the website at www.voteyesrapidcity.com or the Facebook page. Short discussion followed.

Baltzer showed a conceptual drawing of a new arena and explained the proposed layout and the flexibility.

Jensen and Christen left the meeting.

Miscellaneous:

1) State Contract Purchase Consideration of Items

Heitsch stated a few items that were approved recently were off of the state contract and therefore, need official motion for approval by the Board. The first item is the Bobcat. Motion was made by Brown and seconded by Diedrich **to approve the purchase of the Bobcat from Jenner Equipment, based on low quote.** Upon vote being taken, the motion carried unanimously. The second item is the Dodge 1-ton truck for \$27,000. Motion was made by Brown and seconded by Kline **to approve the purchase of the Dodge 1-ton truck from Liberty Motors from the State Contract Bid #21.** Upon vote being taken, the motion carried unanimously. The third item is the roll carpet. Motion was made by Kline and seconded by Brown **to purchase the roll carpet from Flooring America for Rushmore Hall from NJPA.** Upon vote being taken, the motion carried unanimously.

2) Authorization to Purchase Metal Detectors from NJPA

Heitsch passed out a quote comparison for walk-thru metal detectors then explained. The low quote is for the CEIA units off of the NJPA. These units can be used outside also, which is important as we will be sharing with other public entities per our awarded grant. Heitsch stated total payment will be made upfront then grant monies will be reimbursed for the amount of approximately \$49,000. Motion was made by Diedrich and seconded by Kline **to move forward with the purchase of the CEIA units from the NJPA member number 2401.** Upon vote being taken, the motion carried unanimously. Heitsch also stated there will be a policy drafted regarding the metal detectors and brought to the Board for approval.

3) Executive Session – Permitted by SDCL 1-25-2 (1), (3), and (4)

Motion was made by Kline and seconded by Brown **to go into executive session for the purposes permitted by SDCL 1-25-2 (1), (3), and (4).** Upon vote being taken, the motion carried unanimously.

Motion was made by Brown and seconded by Kline **to come out of executive session.** Upon vote being taken, the motion carried unanimously.

There being no further business, motion was made by Brown and seconded by Diedrich **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:57 a.m.

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

Sandra Arnold, Administrative Assistant

Date