

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, June 12, 2018**

Chair of the Board, Donna Winkler called the meeting to order at 8:15 a.m. with the following Board members present: Gary Brown and Dan Kline (via teleconference). Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Deputy Director, Tracy Heitsch; Director of Sales & Marketing; Priscilla Dominguez; Director of Food Services, Ryan Knutson; and Administrative Assistant, Sandra Arnold. Liaisons present include: None. Others present include: Central States Fair representative, Dan Warren and Assistant City Attorney, Jess Rogers. Accounting and Administration Manager, Jarrett Breuninger entered later in the meeting.

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

General Public Comment

Warren congratulated the staff on the yes vote for the new arena. Warren stated the Fair Board met last night and discussed the vote yes and are all very excited for the future of the facility.

Minutes

Motion was made by Brown and seconded by Kline **to approve the minutes of May 22, 2018, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for June 12 was audited.

28 BW ANNUAL AWARDS	2955.02
ACE HARDWARE-EAST	40.12
ACE HARDWARE-WEST	72.66
ACES AND EIGHTS BOOSTER CLUB	197.14
ADAMS ISC	64.45
ALSCO INC	666.68
AMERICAN LEGION POST 303	720.23
ARCHITECTURE INCORPORATED	900.00
ARMSTRONG EXTINGUISHER SVC. INC.	2124.00
BEST BUY BUSINESS ADVANTAGE ACCOUNT	99.96
BIERSCHBACH EQUIPMENT INC	257.03
BORDER STATES ELECTRIC SUPPLY	4369.97
BROWN'S SMALL ENGINE REPAIR	61.62
CARQUEST AUTO PARTS	107.40
CASH-WA DISTRIBUTING COMPANY	3680.76
CBH COOPERATIVE	228.20
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	260.55
CITY OF RAPID CITY	40.00
COCA-COLA OF THE BLACK HILLS	4851.45
CRESCENT ELECTRIC SUPPLY CO	134.67
DEFENDERS ASSOCIATION	730.34
DIAMOND VOGEL PAINT CTR	172.96
FIRST ASSEMBLY OF GOD	2334.51
FOOD SERVICES OF AMERICA	7222.94
FULL COMPASS SYSTEMS LTD	756.00
G&H DISTRIBUTING INC.	145.48
GOLDEN WEST TECHNOLOGIES INC	62.50
HAGEN GLASS CO	78.58
HAGGERTY'S MUSIC WORKS	84794.76
HARVEYS LOCK SHOP INC	199.29
HEARTLAND PAPER CO	534.70
HEINZ DISPENSING SOLUTIONS	1333.54

HILLYARD INC. / SIOUX FALLS	219.60
JOHNSON BROTHERS OF SD	835.50
JOHNSON MACHINE INC.	6.69
JOLLY LANE GREENHOUSE	354.03
KNECHT HOME CENTER	90.58
LIGHTING MAINTENANCE CO	389.34
MENARDS	337.99
MIDCONTINENT COMMUNICATIONS	318.75
MOUNTAIN STATES SECURITY INC	147.50
POWER HOUSE HONDA	122.58
PROUD PROFESSIONALS	1638.20
PURCHASE POWER/PITNEY BOWES	1020.99
RAPID CITY AREA CHAMBER OF COMMERCE	15.00
RAPID CITY JOURNAL - ADVERTISING	111.26
RAPID CITY SHRINE CLUB	525.25
SAFEWAY INC	352.83
SAM'S CLUB	607.09
SERVALL UNIFORM/LINEN CO INC	271.36
STURDEVANT'S AUTO PARTS	72.39
SUMMIT SIGNS & SUPPLY INC	35.00
SYSCO MONTANA INC	1224.09
US FOOD SERVICE	2722.38
VERIZON WIRELESS	2148.74
WALMART COMMUNITY	233.91
WARNE CHEMICAL & EQUIP.	827.00
WESTERN COMMUNICATIONS INC	397.10
WESTERN STATIONERS	35.61
Total	135,283.27

Motion was made by Brown 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 stated the IATSE union negotiations continue today at 10:00 a.m.

Baltzer explained the next steps in the new building process now that we have a yes vote from the election last Tuesday. Meetings with the owner's rep and architects will be held every two weeks with staff to start detailing the drawings to get a final cost. Baltzer asked the Board what kind of involvement the members would want to have in the process. Kline would like to have regular status reports but also feels one or two Board members should attend the bi-weekly meetings. Short discussion followed.

Baltzer stated since the vote he has been contacted from national booking companies. Baltzer received a call from the largest touring booking company yesterday regarding the new building and routing. They also offered to help with information on grids, loading docks, or other types of needs for touring events. Baltzer also has received phone calls from management companies; some of them may come to visit and attend a future Board meeting.

Breuninger entered during Executive Director's Update.

Miscellaneous:

1) Point-of-Sale Systems RFP

Knutson explained four RFPs were received then were narrowed down to two: Appetize and Bypass. Knutson started the PowerPoint presentation explaining both of the company's pros and cons. Knutson stated he is leaning towards Appetize as they seem to be more flexible, adaptable for future needs, and fits better into the budget. Heitsch explained that once a decision is made the system should be in place by September 1st. Short discussion followed. Motion was made by Kline and seconded by Brown **to approve staff to negotiate a contract with Appetize and Allure for no more than \$185,000, along with further information on the operating system.** Upon vote being taken, the motion carried unanimously.

2) Privacy Policy for Website

Dominguez stated the policy was emailed to the Board and was also included in their packets. Dominguez explained the website developer, Carbonhouse, contacted her to add a privacy policy to our website as the standards have changed. Dominguez put one together, sent it to the Attorney's Office for review. Rogers stated they are fine with the policy as drafted. Motion was made by Brown and seconded by Kline **to approve the privacy policy for the website as presented.** Upon vote being taken, the motion carried unanimously.

3) Compressor Unit Bid

Heitsch handed out a draft of the standard bid document and explained the bid is for two compressors and includes retaining one compressor as a backup. Bids would be opened on July 9 with a deadline to install by the 10th of September. Motion was made by Brown and seconded by Kline **to advertise for bids for Ice Arena compressor, motor, and pump replacement project.** Upon vote being taken, the motion carried unanimously.

4) Security Camera Server Upgrade

Heitsch handed out a sheet showing low quotes for security camera server upgrade items. Heitsch stated this does not include additional cameras but upgrading the system will allow us to add cameras in the future. Discussion followed. Motion was made by Brown and seconded by Kline **to approve the purchase of the Milestone Video Management System software from the NJPA contract for the amount of \$24,989.83.** Upon vote being taken, the motion carried unanimously. Motion was made by Brown and seconded by Kline **to approve the purchase of the Microsoft Windows Server software from the State contract for the amount of \$572.86*.** Upon vote being taken, the motion carried unanimously. Motion was made by Brown and seconded by Kline **to approve the purchase of the server hardware as the low quote for the amount of \$10,575.00*.** Upon vote being taken, the motion carried unanimously.

*Actual price for the Microsoft Windows Server software came in at \$716.40 and actual price of the server hardware came in at \$9,999.00 for a net savings of \$432.46.

5) South Side Theatre Exterior Insulated Wall Panels

Heitsch stated she has visited with lots of different contractors regarding the panels, as the current type of panels no longer exists. Heitsch showed an example of a new type of panel, which would be installed horizontally and blend fairly well. Still working on quotes and will bring back for Board to review.

Heitsch also handed out an updated prioritized equipment list and updated the Board on each of the items. Heitsch stated the walk-through metal detectors are here along with the new carpet for Rushmore Hall.

There being no further business, motion was made by Brown and seconded by Kline **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:52 a.m.

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

Sandra Arnold, Administrative Assistant

Date