

**RUSHMORE PLAZA CIVIC CENTER**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Tuesday, June 26, 2018**

Chair of the Board, Donna Winkler called the meeting to order at 8:18 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; Director of Food Services, Ryan Knutson; Accounting and Administration Manager, Jarrett Breuninger; and Administrative Assistant, Sandra Arnold. Liaisons present include: VRC, Julie Jensen. Others present include: Assistant City Attorney, Jess Rogers and Central State Fair representative, Dan Warren.

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

Warren stated the Central States Fair Board wanted him to inquire about any possibility of changes to the Black Hills Stock Show contract due to the new arena. Baltzer feels it would be only a discussion at this point until the site location is determined for the new arena and its correlation to the Barnett Arena.

Minutes

Arnold explained in the June 12<sup>th</sup> minutes, under miscellaneous number four the actual price for the Microsoft Winders Server software came in at \$716.40 and the actual price of the server hardware came in at \$9,999.00 for a net savings of \$432.46, therefore, we need to notate the change. Motion was made by Kline and seconded by Brown **to approve the minutes of the June 12, 2018 meeting as amended.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for June 26 was audited.

A & B BUSINESS EQUIPMENT INC	933.25
ACE HARDWARE-WEST	11.50
ADECCO EMPLOYMENT SERVICES	130.20
ALSCO INC	860.06
BAKER TIMBER PRODUCTS INC	108.00
BEST BUY BUSINESS ADVANTAGE ACCOUNT	161.96
BLACK HILLS CHEMICAL CO INC	399.00
BLACK HILLS DOOR SYSTEMS	678.67
BUTLER MACHINERY CO.	10273.12
CARBONHOUSE	600.00
CASH-WA DISTRIBUTING COMPANY	914.87
CBH COOPERATIVE	149.80
CHRIS SUPPLY COMPANY INC	303.11
CITY OF RAPID CITY	4585.36
CLIMATE CONTROL SYSTEMS & SERVICE	8969.69
COCA-COLA OF THE BLACK HILLS	2287.25
COMPLETE HVAC SERVICE & INSTALLATION	7164.55
CRESCENT ELECTRIC SUPPLY CO	103.14
DAKOTA BATTERY/ELECTRIC	276.04
DAKOTA EXTINGUISHER & SAFETY	139.00
DAKOTA'S BEST DISTRIBUTING	360.00
EASTMAN SOUND & MUSIC	55.00
FOOD SERVICES OF AMERICA	5791.81
FOUR WINDS INTERACTIVE LLC	565.32
GOLDEN WEST TECHNOLOGIES INC	250.00
GRAYBAR INC	713.65
GRIMM'S PUMP SERVICE INC	699.75
HAGGERTY'S MUSIC WORKS	9053.16

HEINZ DISPENSING SOLUTIONS	135.00
HILLYARD INC. / SIOUX FALLS	529.53
INTEGRITY GLOBAL SOLUTIONS	4860.00
INTERSTATE BATTERIES INC	474.40
JAYNE KRAEMER	74.23
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	178.25
JOHNSON CONTROLS FIRE PROTECTION LP	529.00
JOHNSON MACHINE INC.	10.99
JOLLY LANE GREENHOUSE	170.17
KIEFFER SANITATION INC	3174.45
KNECHT HOME CENTER	105.90
KONE INC	4363.68
LIFT SOLUTIONS INC	337.84
LIGHTING MAINTENANCE CO	26.94
M G OIL CO	506.97
MATHESON TRI-GAS INC	76.26
MENARDS	3.75
MIDWEST MARKETING	4200.00
NORTHWEST PIPE FITTINGS INC	681.15
OVERHEAD DOOR CO. OF RC	300.20
PRECISION POURS INC	1285.00
PROVANTAGE LLC	1709.00
RAINBOW GAS CO	360.12
RAPID BROADCASTING COMPANY	900.00
RAPID CITY JOURNAL - ADVERTISING	142.33
ROSENBAUM'S SIGNS INC.	256.57
RUNNINGS SUPPLY INC	234.98
SAFEWAY INC	82.32
SERVALL UNIFORM/LINEN CO INC	135.68
SIGNS NOW	84.85
SKYLINE ENGINEERING	2430.00
TEGRA GROUP INC	8250.00
US FOOD SERVICE	1738.93
VERIZON WIRELESS	2122.98
WALCRO LLC	71.43
WARNE CHEMICAL & EQUIP.	605.90
WATERTREE INC	120.90
WESTERN COMMUNICATIONS INC	562.50
WESTERN STATIONERS	59.62
Total	98,779.08

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.**

Liaison Reports

Julie Jensen – Visit Rapid City: Jensen extended a big congratulations on the new arena.

VRC is hosting the Governor’s Conference currently with approximately 400 people in town.

VRC has been brainstorming about how to help Rapid City be more involved with the Motorcycle Rally. This year the Veteran’s Ride will start at Mainstreet Square but are looking for additional ideas to help bring people into Rapid City during the Rally.

VRC discussed sponsorship dollars for Northland Hockey Association for additional years and decided to commit for a few more years.

VRC is working with the Black Hills Pow Wow on helping it become the nation’s largest pow wow when the new arena opens; going to work with media outreach for attendance, along with corporate sponsorships.

Jensen stated a new air service has been implemented at the airport; a direct flight between Rapid City and Newark, NJ. Jensen hopes this will create a boost of tourism for Rapid City and the Black Hills from the east coast.

VRC is working with Ellsworth Air Force Base to better embrace them into the area with a special focus on the new airmen.

Jensen explained Mt Rushmore will be going under a 20-month renovation. Some areas will be closed down but other areas will not, so a marketing campaign will be commenced to help clarify that Mt. Rushmore will be open during the renovation.

Chad Lewis – Council Liaison: Not present.

School Liaison: Vacant

#### Financial Information

Heitsch discussed the working financial papers as of and ending in the month of May 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. Knutson explained he has been working with the new point-of-sale company on the contract and discussing options including cash purchase or a 3-year lease option. Knutson feels the lease option may be the better choice since the new arena would be open in about three years then all equipment would be replaced with new. Discussion followed. Knutson will continue to verify all pricing for both options and will bring back information.

Heitsch explained the LED parking lot lighting project will be put on hold until more information is provided on where the new arena will be located, specifically. Heitsch discussed a few other items.

#### Executive Director's Update

Baltzer stated the new walk-through metal detectors were set up and utilized last Friday for the Sugarland Concert. It went very well and people were expressing gratitude for the extra security. The detectors will be used for WWE and the Luke Bryan concert and will only be used per the request of the show.

Baltzer stated he has been doing a weekly event update on the radio and have been getting some good feedback from it.

Baltzer explained he has been getting calls about when ground-breaking will begin for the new arena. It is good to have inquiries however, we are nowhere near that phase yet. The upcoming meeting on Thursday will be a lengthy discussion about the actual location of the building. Venue tour trip to Sioux Falls, Lincoln, St. Louis, and possibly a couple more, has been scheduled for Monday, July 9 and Tuesday, July 10. There may also be another trip the last week in August to Minneapolis to visit the Target Center, Excel Center, along with other potential venues.

Jensen and Warren left the meeting.

#### Miscellaneous:

##### 1) Surplus Item Declaration

Heitsch stated she had a conversation with the Finance department regarding the removal of some items that are no longer functioning, instead of placing them on the surplus auction next summer. The items are 200 speakers from Rushmore Hall that do not work, along with 15 rolls of trashed and stained carpet. Heitsch explained if the Board declares the items as non-functional and obsolete, we can dispose of them immediately. Motion was made by Brown and seconded by Kline **to declare 200 speakers as non-functional, therefore, declaring them surplus and move forward with disposal.** Upon vote being taken, the motion carried unanimously. Motion was made by Kline and seconded by Brown **to declare 15 rolls of carpet as obsolete, therefore, declaring them surplus and move forward with disposal.** Upon vote being taken, the motion carried unanimously.

2) Compressor Unit Update

Heitsch stated as she was working on the bid documents timing became an issue. The question arose if we could simply buy the compressors ourselves, as they are sole source. Sterling did some checking and found we could buy them at a lesser cost than a contractor. Therefore, we will purchase the compressors and bid out the installation. Sterling explained how the skid and the compressors work, along with the two companies that distribute the sole source compressors.

Arnold stated the next Board meeting on July 10 would need to be moved due to the venue tours. The next date that would work best would be July 12 or could go to July 13. The members present stated they would be available for Thursday, July 12. Arnold will email the other two Board members to verify their availability.

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 9:54 a.m.

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

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Sandra Arnold, Administrative Assistant

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Date