

**RUSHMORE PLAZA CIVIC CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, July 12, 2018**

Vice-Chair of the Board, Jennifer Landguth called the meeting to order at 8:15 a.m. with the following Board members present: Gary Brown and Dan Kline. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Deputy Director, Tracy Heitsch; Director of Food Services, Ryan Knutson; Accounting and Administration Manager, Jarrett Breuninger; and Administrative Assistant, Sandra Arnold. Liaisons present include: City Council, Chad Lewis. Others present include: Central States Fair representative, Dan Warren and City Attorney, Joel Landeen. Board member, Mike Diedrich, Director of Operations, Paul Sterling, and KOTA representative, Stewart Huntington 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 Kline and seconded by Brown **to approve the minutes of June 26, 2018, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Diedrich entered the meeting.

Bill List

The 2018 Bill List for July 10 was audited.

|                                     |          |
|-------------------------------------|----------|
| ACE HARDWARE-WEST                   | 40.86    |
| ALSCO INC                           | 104.30   |
| AMERICAN LEGION POST 303            | 793.21   |
| ASHLEY HUNTER                       | 175.00   |
| BARBIZON LIGHT OF THE ROCKIES INC   | 441.77   |
| BORDER STATES ELECTRIC SUPPLY       | 1000.44  |
| CASH-WA DISTRIBUTING COMPANY        | 989.45   |
| CBH COOPERATIVE                     | 375.20   |
| CHEXCEL                             | 25.00    |
| CITY OF RAPID CITY                  | 276.00   |
| CLIMATE CONTROL SYSTEMS & SERVICE   | 7939.13  |
| COCA-COLA OF THE BLACK HILLS        | 340.00   |
| CONVERGINT TECHNOLOGIES LLC         | 304.84   |
| CRESCENT ELECTRIC SUPPLY CO         | 262.88   |
| DAKOTA PARTY                        | 98.10    |
| DIAMOND VOGEL PAINT CTR             | 45.45    |
| FAT BOYS INC                        | 837.00   |
| FLOORING AMERICA                    | 40949.64 |
| FOOD SERVICES OF AMERICA            | 1899.66  |
| FOUR WINDS INTERACTIVE LLC          | 565.32   |
| FREMONT INDUSTRIES INC              | 2291.37  |
| G & R CONTROLS INC                  | 5406.13  |
| HARVEYS LOCK SHOP INC               | 33.49    |
| HILLS SEPTIC SERVICE                | 290.00   |
| HUSSEY SEATING COMPANY              | 510.00   |
| JOHNSON BROTHERS OF SD              | 547.45   |
| JOHNSON CONTROLS FIRE PROTECTION LP | 1325.00  |
| JOHNSON MACHINE INC.                | 83.57    |
| KATOM RESTAURANT SUPPLY             | 741.29   |
| KNECHT HOME CENTER                  | 328.87   |
| KONE INC                            | 2282.38  |

|                                   |            |
|-----------------------------------|------------|
| LIFT SOLUTIONS INC                | 100.80     |
| MEDCO SUPPLY CO                   | 219.10     |
| MENARDS                           | 476.04     |
| MIKE WOLFORTH PHOTOGRAPHY         | 125.00     |
| MOUNTAIN STATES SECURITY INC      | 118.00     |
| NORTHWEST PIPE FITTINGS INC       | 106.69     |
| O'CONNOR COMPANY                  | 3875.00    |
| PACIOLAN INC                      | 4691.00    |
| PITNEY BOWES                      | 352.92     |
| PURCHASE POWER/PITNEY BOWES       | 113.04     |
| QUALITY BRANDS OF THE BLACK HILLS | 3093.30    |
| RAPID CITY JOURNAL - ADVERTISING  | 177.10     |
| RAPID CITY SHRINE CLUB            | 285.25     |
| RED WING SHOE STORE               | 123.24     |
| ROBBINS SPORTS SURFACES           | 592.50     |
| ROSENBAUM'S SIGNS INC.            | 147.12     |
| SAFEWAY INC                       | 130.88     |
| SAM'S CLUB                        | 754.94     |
| SERVALL UNIFORM/LINEN CO INC      | 135.68     |
| SHOENER MACHINE & TOOL INC        | 21.95      |
| SIGN EXPRESS                      | 1039.21    |
| STURDEVANT'S AUTO PARTS           | 104.95     |
| SYSCO MONTANA INC                 | 2034.14    |
| TIME EQUIP. RENTAL & SALES INC.   | 93.50      |
| ULINE INC                         | 357.53     |
| US FOOD SERVICE                   | 2137.35    |
| VAST BUSINESS                     | 2690.66    |
| WALCRO LLC                        | 52.33      |
| WALMART COMMUNITY                 | 43.11      |
| WESTERN STATIONERS                | 25.83      |
| WW GRAINGER INC                   | 116019.30  |
| Total                             | 211,540.26 |

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.**

Huntington entered the meeting.

Sterling entered the meeting.

Executive Director's Update

Baltzer stated the IATSE union contract was just returned; City Attorney's office is reviewing and will bring to the next Board meeting.

Baltzer gave a recap of the arena tours, which included: Premier Center, Sioux Falls; Chaifetz Arena, St. Louis; BOK, Tulsa; and Pinnacle Bank, Lincoln. The flight crew included four civic center staff, two architects, two construction managers, and the owner's rep. The ground crew that visited Sioux Falls and Lincoln included eight civic center staff and board member, Gary Brown. Brown stated he was very impressed with how open the Sioux Falls and Lincoln staff were with sharing information, their likes, and dislikes. Heitsch expressed the biggest value is making the connections to continue communications or share topics. Kraemer felt having the architects and construction manager on the tour was a benefit as they look at things differently than the staff and each group was able to garner things from each other. Staff all agreed the trip was very worthwhile.

Baltzer recapped the architect meeting yesterday covering; mechanical, electrical, plumbing, code compliance, powerlines, and other utilities. Short discussion followed.

Miscellaneous:

1) Point-of-Sale Systems Update

Heitsch reminded the Board of the process so far and the discussions regarding lease or purchase. Breuninger handed out the contract cost breakdown with Appetize. Breuninger stated to follow City lease guidelines full

payment for the three years must be paid up front. Total payment includes annual support and equipment for a total of \$222,094.95. This contract amount does not include menu boards which will now be addressed at a later date. Landeen explained how the annual appropriation works regarding multi-year contracts/leases. Motion was made by Diedrich and seconded by Brown **to approve the amount for the 3-year contract with Appetize as presented.** Upon vote being taken, the motion carried unanimously.

2) Ice Arena Ice Plant Modifications Bid

Heitsch handed out the bid tabulation. Heitsch explained the decision was made to purchase the compressors and motors internally which worked out as there was a substantial saving. The bid was then done for the balance of the equipment and labor for installing the compressors and motors. Two bids were received and the low bid was submitted by Climate Control for \$29,685. Motion was made by Brown and seconded by Kline **to approve the low bid from Climate Control for \$29,685 for the Ice Arena Ice Plant Modifications.** Upon vote being taken, the motion carried unanimously.

Heitsch handed out an updated prioritized needs list then highlighted some of the items that are still being worked on or pending. Short discussion followed.

Landguth left the meeting.

Landeen gave a brief overview of the architect's contract approval that is on the agenda for Monday's City Council meeting.

There being no further business, motion was made by Kline and seconded by Brown **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:11 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