

RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, July 24, 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, and Gary Brown. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Deputy Director, Tracy Heitsch; Director of Sales and Marketing, Priscilla Dominguez; and Administrative Assistant, Sandra Arnold. Liaisons present include: City Council, Chad Lewis. Others present include: Assistant City Attorney, Jess Rogers and Central State Fair representative, Dan Warren. City Attorney, Joel Landeen entered later in the meeting.

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

General Public Comment

Warren stated the Warren Ranch is hosting the 2018 Chamber Ag picnic this evening.

Minutes

Motion was made by Brown and seconded by Landguth **to approve the minutes of the July 12, 2018 meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for July 24 was audited.

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|---------------------------------------|-----------|
| 28 BW AF BALL | 627.98 |
| A & B BUSINESS EQUIPMENT INC | 933.25 |
| ACE HARDWARE-WEST | 31.46 |
| ALSCO INC | 148.93 |
| BARBIZON LIGHT OF THE ROCKIES INC | 217.19 |
| BATTERIES PLUS BULBS | 86.40 |
| BUILDERS FIRST SOURCE | 225.00 |
| CARBONHOUSE | 600.00 |
| CASH-WA DISTRIBUTING COMPANY | 728.90 |
| CHRIS SUPPLY COMPANY INC | 205.14 |
| CITY OF RAPID CITY | 10394.07 |
| COMPLETE HVAC SERVICE & INSTALLATION | 865.16 |
| CRUM ELECTRIC | 271.60 |
| DIAMOND VOGEL PAINT CTR | 31.84 |
| EASTMAN SOUND & MUSIC | 55.00 |
| ELECTRICAL ENGINEERING & EQUIPMENT CO | 600.00 |
| FASTENAL COMPANY | 39.48 |
| FOOD SERVICES OF AMERICA | 4380.50 |
| FULL COMPASS SYSTEMS LTD | 373.78 |
| GOLDEN WEST TECHNOLOGIES INC | 250.00 |
| GRIMM'S PUMP SERVICE INC | 2597.57 |
| HEARTLAND PAPER CO | 1486.60 |
| JENNER EQUIPMENT CO | 35778.00 |
| JOAN'S PLANT SERVICE | 350.00 |
| JOHNSON BROTHERS OF SD | 662.20 |
| KIEFFER SANITATION INC | 1869.43 |
| KNECHT HOME CENTER | 2.48 |
| M G OIL CO | 695.80 |
| MATHESON TRI-GAS INC | 114.20 |
| MENARDS | 38.28 |
| MIDWEST MARKETING | 5732.94 |
| MUTH ELECTRIC INC. | 201084.22 |
| NORTHWEST PIPE FITTINGS INC | 400.33 |

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|----------------------------------|------------|
| PROUD PROFESSIONALS | 403.55 |
| RAPID CITY JOURNAL - ADVERTISING | 955.44 |
| SERVALL UNIFORM/LINEN CO INC | 135.68 |
| SKYLINE ENGINEERING | 648.00 |
| SOUTHERN GLAZER'S OF SD | 188.15 |
| US FOOD SERVICE | 683.15 |
| VAST BUSINESS | 2707.31 |
| WARNE CHEMICAL & EQUIP. | 47.90 |
| WATERTREE INC | 181.45 |
| WESTERN STATIONERS | 183.45 |
| Total | 278,011.81 |

Motion was made by Landguth and seconded by Diedrich 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: Not present

Chad Lewis – Council Liaison: Budget presentations by the Mayor is currently slated July 30th and 31st. Lewis will try to keep an eye on any items that may affect the Civic Center. Lewis stated he is on the Parks and Recreation Board; he is hoping to bring forward a field house idea again.

Landeen entered the meeting.

School Liaison: Vacant

Financial Information

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

Executive Director's Update

Baltzer reminded the Board that media has been invited to the executive meeting this Thursday regarding the new construction. Baltzer also stated there will be a strong public relations push starting this fall to continue public engagement.

Baltzer stated the arena tour trip has created more discussions with the architects and research into the hanging grid, freight elevators, and a few other design items. Baltzer feels these are items that need be done right and not have regrets, as some of the venues expressed during the tour.

Baltzer stated he will be contacting the school superintendent to get a new school liaison to attend the Board meetings.

Miscellaneous:

1) Account Executive Position

Dominguez stated this position closed with about 80 applications. Ten candidates were interviewed in the first round and three for the second round. After the second round interviews, two candidates stood out, so Dominguez spoke with Human Resources and Heitsch to see if there was a possibility to hire both and in doing so, could it work within the department's budget. Heitsch handed out a salary analysis for 2018 and 2019 budget then explained. Baltzer feels this is great timing to hire the second person with all the activities happening with the new building. Dominguez stated she is looking for approval from the Board to hire a second Account Executive. Motion was made by Brown and seconded by Landguth **to allow staff to hire a second Account Executive.** Upon vote being taken, the motion carried unanimously.

2) Approve Agreement with IATSE

Landeen stated the agreement was sent via email to the Board. Landeen further explained some of the items in the contract that were added or amended. Baltzer stated the changes in the agreement created management rights for hiring, firing, training, etc. which he feels will help with building a solid team. He looks forward to working with the group. Motion was made by Diedrich and seconded by Brown **to approve the agreement with IASTE Local 731 as presented**. Upon vote being taken, the motion carried unanimously.

There being no further business, motion was made by Landguth and seconded by Diedrich **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:08 a.m.

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

Sandra Arnold, Administrative Assistant

Date