

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, October 9, 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 and Dan Kline. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Deputy Director, Tracy Heitsch; Accounting and Administration Manager, Jarrett Breuninger; Director of Food Services, Ryan Knutson; Stage Manager, Casey Martin; and Administrative Assistant, Sandra Arnold. Liaisons present include: None. Others present include: Central States Fair representative, Dan Warren.

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

General Public Comment

Warren stated he would like to get the BHSS contract finalized, therefore wanting help from the Board and Civic Center staff to gather the right people. Baltzer agreed since last year was only a one year contract extension. Short discussion followed.

Minutes

Motion was made by Kline and seconded by Landguth **to approve the minutes of September 28, 2018, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for October 9 was audited.

ACE HARDWARE-WEST	49.08
ADAMS ISC	809.20
ADECCO EMPLOYMENT SERVICES	741.19
ALSCO INC	1319.29
APPETIZE TECHNOLOGIES INC	18000.00
ASHLEY HUNTER	140.00
BROWN'S SMALL ENGINE REPAIR	101.01
CARBONHOUSE	500.00
CASH-WA DISTRIBUTING COMPANY	5500.65
CBH COOPERATIVE	118.30
CIMCO REFRIGERATION INC	42000.00
CLIMATE CONTROL SYSTEMS & SERVICE	29685.00
COCA-COLA OF THE BLACK HILLS	5213.90
CONVERGINT TECHNOLOGIES LLC	24989.83
DAKOTA FLUID POWER	379.82
DAKOTA SUPPLY GROUP	11971.80
DENNIS SUPPLY	173.82
DIAMOND VOGEL PAINT CTR	263.00
FOOD SERVICES OF AMERICA	24658.34
FREMONT INDUSTRIES INC	1781.21
GOLDEN WEST TECHNOLOGIES INC	62.50
JOHNSON BROTHERS OF SD	1237.45
KNECHT HOME CENTER	249.79
LIBERTY CHRYSLER CENTER LLC	27222.00
LICENSED BEVERAGE DEALERS OF SD	450.00
LOWE'S	48.30
MENARDS	97.72
MIDCONTINENT COMMUNICATIONS	882.30
NORTH CENTRAL SUPPLY INC	24.00
NORTHWEST PIPE FITTINGS INC	33.38
PAUL SCHACKOW	93.71
PITNEY BOWES	352.92
PIZZA RANCH RAPID CITY	97.96

PROVANTAGE LLC	2989.00
PURCHASE POWER/PITNEY BOWES	1.69
RAPID CITY AREA SCHOOL DIST 51-4	46.74
RAPID CITY JOURNAL - ADVERTISING	1304.23
RDO EQUIPMENT CO	100.36
SAFEWAY INC	20.00
SAM'S CLUB	499.55
SERVALL UNIFORM/LINEN CO INC	67.84
STATE OF SOUTH DAKOTA	135.00
SYSCO MONTANA INC	2990.83
TENNANT SALES AND SERVICE CO	111.05
ULINE INC	1705.71
UNITED PARCEL SERVICE INC	12.66
US FOOD SERVICE	1769.46
VAN HOLTEN'S	961.80
VERIZON WIRELESS	2080.61
WALMART COMMUNITY	408.74
WARNE CHEMICAL & EQUIP.	864.00
WESTERN STATIONERS	82.38
Total	215,399.12

Motion was made by Kline and seconded by Landguth 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 explained this Thursday there will be new building project meetings focusing on furniture, fixtures, and equipment (FF&E) then an interior design meeting in the afternoon. Will be working closely with Tegra as the project moves forward with pricing and final design. Kline asked if written reports have been submitted from Tegra regarding progress or information from their end; Baltzer stated no, but he will visit with Tegra about doing so from here forward.

Baltzer stated the Black Hills Pow Wow, over the weekend, did well with a small increase of attendance over last year. There is an effort from Visit Rapid City, Black Hills Pow Wow association, and other community members to help make this event the largest Pow Wow in the world by 2021 when the new arena opens. Kraemer re-capped the weekend stating the Pow Wow had an increase in dancers but the drum circles remain the same, at 20, as that is all that can fit on the Barnett Arena floor.

Miscellaneous:

1) Resolution for Surplus Items

Heitsch explained the resolution is a formality that is needed for any surplus items. Heitsch stated the items listed on the resolution were old items that have been disposed of, just need the formal motion. Motion was made by Kline and seconded by Landguth **to approve resolution 2018-10 as presented.** Upon vote being taken, the motion carried unanimously.

2) Food Services Part-time Benefitted Position

Heitsch explained the food services department hires many part-time employees but they are restricted to 1040 hours per the calendar year. The biggest need is in the kitchen for additional assistance to the chef. Knutson explained the position he would be looking at would be a sous-chef to allow the Assistant Food Services Manager/Chef to focus on upcoming events, food forecasting, and other catering needs. Currently working with human resources and attorney's office on details of the position; will bring back information to the Board.

3) Production Capital Items

Heitsch explained there are many items on the prioritized needs list within the production department that need to be analyzed. Martin stated the deficiency in electronics is affecting the ability to run events properly. Items that would be moved up on the list would be a switcher, laptop/surface, and projector(s). Heitsch would like to take only half of the designated production line item on the capital 2018 list (\$45K) for the purchase of those items. Baltzer stated he is comfortable with this decision, as Martin understands the department and the priorities of the department. Heitsch stated the senior staff is being very cautionary as we move forward with projects and items. No action needed, just information for the Board of Directors.

There being no further business, motion was made by Landguth and seconded by Kline **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:50 a.m.

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

Sandra Arnold, Administrative Assistant

Date