

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, November 13, 2018**

Chair of the Board, Donna Winkler called the meeting to order at 8:17 a.m. with the following Board members present: Gary Brown, Mike Diedrich, and Jennifer Landguth. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Deputy Director, Tracy Heitsch; Accounting and Administration Manager, Jarrett Breuninger; Director of Corporate Sales and Marketing, Priscilla Dominguez; and Administrative Assistant, Sandra Arnold. Liaisons present include: City Council, Chad Lewis. Others present include: City Attorney, Joel Landeen; and Assistant City Attorney, Jess Rogers. Director of Food Services, Ryan Knutson; Kevin Eilbeck; Rapid City Journal representative, Samuel Blackstone; KOTA representative, Stewart Huntington 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

Landguth introduced Kevin Eilbeck, a local photographer. Eilbeck wanted to visit with the Board today regarding the possibility of using his services to document the construction project. Eilbeck stated he is a photographer with a license to fly drones which could take video and pictures of the construction and create a time lapse. Baltzer stated that he would need to check with the construction company as they may already offer this process but asked Eilbeck to drop off his information at the administration offices. Eilbeck thanked the Board for their time.

Minutes

Motion was made by Brown and seconded by Diedrich **to approve the minutes of October 23, 2018, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for November 13 was audited.

28 AMXS BOOSTER CLUB	2845.94
28 BW ANNUAL AWARDS	1409.75
ACE HARDWARE-EAST	74.84
ACE HARDWARE-WEST	30.47
ACES AND EIGHTS BOOSTER CLUB	1387.58
ACTION MECHANICAL INC	257.09
ADAMS ISC	285.00
ALSCO INC	1626.07
AMERICAN LEGION POST 303	1023.81
APPETIZE TECHNOLOGIES INC	104069.04
ASHLEY HUNTER	87.50
BARBIZON LIGHT OF THE ROCKIES INC	2837.60
BATTERIES PLUS BULBS	104.40
BHE INDUSTRIES INC	1094.00
BLACKSTRAP INC	2008.61
BOCA SYSTEMS INC	6361.19
BORDER STATES ELECTRIC SUPPLY	688.75
BROWN'S SMALL ENGINE REPAIR	62.86
CAPITAL ONE PUBLIC FUNDING	48670.00
CARBONHOUSE	600.00
CARQUEST AUTO PARTS	33.20
CASH-WA DISTRIBUTING COMPANY	6780.31
CBH COOPERATIVE	398.20
CENTRAL BAND ASSOCIATION	1329.59
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	487.22
CITY OF RAPID CITY	1645.62
CLARK PRINTING	276.05
CLIMATE CONTROL SYSTEMS & SERVICE	1557.22
COCA-COLA OF THE BLACK HILLS	8880.55
COMPLETE CONCRETE	408.16

CONTRACTORS INSULATION & DRYWALL SUPPLY INC	140.80
CONVERGINT TECHNOLOGIES LLC	1463.89
COPY COUNTRY INC.	432.00
CRAIG BALTZER	176.00
DAKOTA SUPPLY GROUP	221.33
DEFENDERS ASSOCIATION	1075.89
DENNIS SUPPLY	2449.56
DIAMOND VOGEL PAINT CTR	138.60
DIMOCK DAIRY INC	448.14
FAST SIGNS	258.81
FASTENAL COMPANY	64.41
FISHER BEVERAGE COMPANY INC	6782.25
FOOD SERVICES OF AMERICA	22664.43
FOUR WINDS INTERACTIVE LLC	1130.64
FULL COMPASS SYSTEMS LTD	62.60
G & R CONTROLS INC	3325.00
G&H DISTRIBUTING INC.	65.41
GREAT WESTERN TIRE INC.	49.95
GRIMM'S PUMP SERVICE INC	274.64
HAGEN GLASS CO	162.48
HAGGERTY'S MUSIC WORKS	33600.26
HARVEYS LOCK SHOP INC	66.00
HEARTLAND PAPER CO	2142.22
HILLS SEPTIC SERVICE	390.00
JANTECH LLC	275.00
JAYNE KRAEMER	176.00
JERRY'S CAKES SHAKES & BAKE	72.00
JJ'S ENGRAVING & SALES	32.00
JOHNSON BROTHERS OF SD	3291.40
KATOM RESTAURANT SUPPLY	3224.57
KNECHT HOME CENTER	387.07
KONE INC	17000.00
LIGHTING MAINTENANCE CO	98.98
LONE PINE KOMBUCHA LLC	480.00
LOWE'S	392.54
M G OIL CO	179.94
MATHESON TRI-GAS INC	150.06
MAVERICKS	935.46
MCKIE FORD INC	95.90
MENARDS	226.15
MIDWEST MARKETING	4575.00
MOUNTAIN STATES SECURITY INC	248.25
MUTH ELECTRIC INC.	88130.25
NEWEGG BUSINESS INC	982.80
NORTH CENTRAL SUPPLY INC	37.00
NORTHWEST PIPE FITTINGS INC	216.39
OKOBOJI WINES	287.25
OVERHEAD DOOR CO. OF RC	603.84
PACIFIC STEEL & RECYCLING INC	110.74
PARTS TOWN LLC	501.83
PIZZA RANCH RAPID CITY	456.00
PRAIRIE AUTO PARTS	220.99
PRICILLA DOMINGUEZ	176.00
PRIMA SCHOOL OF DANCING	320.08
PROUD PROFESSIONALS	1818.54
PROVANTAGE LLC	1854.00
QUALITY BRANDS OF THE BLACK HILLS	10741.96
QUILL LLC	361.88
R & R SPECIALITIES INC	213.75
RAPID CITY AREA SCHOOL DIST 51-4	11.93
RAPID CITY JOURNAL - ADVERTISING	122.39
RAPID CITY SHRINE CLUB	883.00

RUNNINGS SUPPLY INC	409.96
RYAN KNUTSON	176.00
SAFEWAY INC	23.76
SAM'S CLUB	644.98
SEQUENT ENERGY MANAGEMENT LP	337.40
SERVALL UNIFORM/LINEN CO INC	135.68
SHE'S NUTS!	110.00
SHI INTERNATIONAL CORP	266.17
SKYLINE ENGINEERING	2238.00
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY	2662.64
SOUTHERN GLAZER'S OF SD	897.40
ST THERESE THE LITTLE FLOWER CHURCH	488.44
STAN HOUSTON EQUIP CO INC	374.85
STATE OF SOUTH DAKOTA	59.00
SUMMIT SIGNS & SUPPLY INC	232.50
SYSCO MONTANA INC	2885.70
TRACY HEITSCH	176.00
ULINE INC	1165.57
UNITED PARCEL SERVICE INC	53.45
US FOOD SERVICE	9896.67
VAST BUSINESS	2784.34
VERIZON WIRELESS	2423.50
WALMART COMMUNITY	266.08
WESTERN STATIONERS	181.47
Total	443,711.43

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.**

Breuninger gave an update on the new point-of-sale Appetize System. It is fully implemented in all areas of the facility, working well, still working on some training and detailing reports.

Blackstone and Huntington entered the meeting.

Executive Director's Update

Baltzer gave a brief update on the progress of the design phase of the new building. There will be a meeting on Friday to continue discussion regarding details and pricing of the design.

Baltzer stated that November is a very busy month with events; there is something for everyone this month.

Miscellaneous:

1) Black Hills Energy Renewable Resources Discussion

The Black Hills Energy representatives were not able to stay for the meeting therefore, therefore, there was no discussion on this item.

2) Addendum to the Rush Facility License Agreement

Baltzer explained the addendum and the position of the Civic Center. Brown asked if the Civic Center Staff has become more involved, as it was one of the items discussed in the agreement. Baltzer stated he is more involved and is helping encourage some of the new efforts being done by the Rush staff. Short discussion followed.

Motion was made by Diedrich and seconded by Brown **to go into executive session to consult with legal counsel regarding contractual matters pursuant to SDCL 1-25-2(3).** Upon vote being taken, the motion carried unanimously.

Motion was made by Landguth and seconded by Diedrich **to come out of executive session.** Upon vote being taken, the motion carried unanimously.

Motion was made by Diedrich and seconded by Winkler **to approve the addendum and payment as presented.** Upon vote being taken, motion carried 3 to 1 with Landguth voting no and Kline absent.

Knutson entered the meeting.

3) Sous Chef Position

Heitsch explained the food service department is going through transitions of new technology and preparing for the additional facility. This department generates 1/3 of the Civic Center's revenue, so reviewing the needs of this area is very important. The catering side was recently branded as Peak Catering and has expanded in quality of product and service. Heitsch handed out an organizational chart for the food services department. This department needs to be able to evolve to maintain consistent, established quality. The current struggle is the limited part-time pool to fill staff in the department to include the kitchen area. We have been in discussion about adding a Sous Chef position to help maintain our level of quality and feel it would be best that this position was full-time. Baltzer stated the timing may seem too early for the new facility but adding this position is more about the current increased business and the need for consistency. Knutson stated that almost every event that happens in the building, the food services department touches in some way. Heitsch handed out the Sous Chef job description and asked for the Board's permission to move forward with opening the Sous Chef position as presented. Motion was made by Landguth and seconded by Brown **to approve adding a Sous Chef position as an FTE and to move forward with posting the position.** Upon vote being taken, the motion carried unanimously.

There being no further business, motion was made by Brown and seconded by Diedrich **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:22 a.m.

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

Sandra Arnold, Administrative Assistant

Date