

**RUSHMORE PLAZA CIVIC CENTER**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Tuesday, November 27, 2018**

Chair of the Board, Donna Winkler 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; and Administrative Assistant, Sandra Arnold. Liaisons present include: VRC, Julie Jensen and City Council, Chad Lewis. Others present include: Assistant City Attorney, Jess Rogers, Public Works Engineer, Rod Johnson, Central States Fair representative, Dan Warren; and Skyline Engineering representative, Jaime Stampe. Board member Mike Diedrich 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

Warren stated the Black Hills Stock Show® and Rodeo Rapid City will not have a combined schedule for this year's upcoming event. Short discussion followed.

Diedrich entered the meeting.

Minutes

Motion was made by Brown and seconded by Diedrich **to approve the minutes of the November 13, 2018 meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for November 27 was audited.

A & B BUSINESS EQUIPMENT INC	1136.69
ACE HARDWARE-WEST	65.48
ADAMS ISC	76.00
ALSCO INC	97.96
APPETIZE TECHNOLOGIES INC	32200.97
BLACK HILLS CHEMICAL CO INC	802.99
BORDER STATES ELECTRIC SUPPLY	926.88
BRITT BROWN	85.00
BRUCE LIGGETT	199.16
CASH-WA DISTRIBUTING COMPANY	5764.97
CBH COOPERATIVE	224.00
CHEF WORKS	1425.95
CHRIS SUPPLY COMPANY INC	254.58
CITY OF RAPID CITY	10277.29
CLIMATE CONTROL SYSTEMS & SERVICE	101.70
COCA-COLA OF THE BLACK HILLS	8228.30
CRESCENT ELECTRIC SUPPLY CO	48.03
CRUM ELECTRIC	30.66
DAKOTA BATTERY/ELECTRIC	338.79
DAKTRONICS INC.	18830.00
DIAMOND VOGEL PAINT CTR	298.38
E & J SPECIALTIES INC	130.50
EASTMAN SOUND & MUSIC	55.00
FISHER BEVERAGE COMPANY INC	3393.80
FOOD SERVICES OF AMERICA	20045.78
GOLDEN WEST TECHNOLOGIES INC	312.50
HOBART SALES & SERVICE	414.09
HOWARD JOHNSON EXPRESS INN AND SUITES	117.00
JANTECH LLC	550.00
JERRY'S CAKES SHAKES & BAKE	180.00

JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	5508.03
JORGE UCAN	132.19
KIEFFER SANITATION INC	3329.97
LICENSED BEVERAGE DEALERS OF SD	825.00
MENARDS	178.82
MIDWEST MARKETING	4375.00
MONEY HANDLING MACHINES INC	787.67
NORCON COMMUNICATIONS INC	858.39
NORTH CENTRAL SUPPLY INC	58.00
NORTHWEST PIPE FITTINGS INC	4.01
PRAIRIE AUTO PARTS	53.64
PRAIRIE BERRY WINERY	714.00
QUALITY BRANDS OF THE BLACK HILLS	169.20
QUILL LLC	29.94
RAPID CITY AREA CHAMBER OF COMMERCE	34.00
RAPID CITY JOURNAL - ADVERTISING	89.94
RAPID CITY PROFESSIONAL HOCKEY LLC	73500.00
RED WING SHOE STORE	203.99
REPUBLIC NATIONAL DISTRIBUTING COMPANY	1723.44
RUNNINGS SUPPLY INC	25.13
SAFEWAY INC	396.28
SERVALL UNIFORM/LINEN CO INC	105.81
SYSCO MONTANA INC	272.25
THYSSENKRUPP ELEVATOR CORP	327.72
ULINE INC	700.67
US FOOD SERVICE	1830.03
VAST BUSINESS	2935.81
VERIZON WIRELESS	1694.04
WARNE CHEMICAL & EQUIP.	47.90
WATERTREE INC	141.54
WESTERN STATIONERS	484.14
Total	208,499.00

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 stated that it is almost December which means Lakota Nation Invitational is coming. Jensen handed out an invitation to the red carpet welcome event for the players, coaches, and Board of Directors on December 11 at 4:00 pm. Jensen stated this year’s item being given to the players is a bracelet in the colors of the medicine wheel with 42<sup>nd</sup> Lakota Nation Invitational - 2018 printed on them. Jensen then handed out information on the meet and greet hosted by Prairie Edge honoring the LNI Board of Directors and special guests. This event will be December 6 at 5:30 pm.

Jensen stated VRC passed their 2019 budget. Numbers coming in are steady, but they have decided to cut back a little on certain projects, but are working hard on getting events at the Civic Center during the summer months. Hoteliers are not overly excited for more events during the summer months as they are generally full anyway.

Chad Lewis – Council Liaison: Lewis stated the Vision Fund public hearings will be December 18<sup>th</sup> and 20<sup>th</sup>. Lewis discussed some of the projects being brought forward.

School Liaison: Not present.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of October 2018 YOY comparison through 2014, along with budget comparison, as sent to each Board Member. Heitsch explained the supplemental appropriation for the Rushmore Hall Project Phase 1 has now been reflected in the financials. Board accepts as information.

Executive Director's Update

Baltzer stated the expansion design continues to be finessed along with discussions about best options for operations, design, and overall costs. Baltzer complemented Black Hills Energy regarding their plans for the movement of the electrical transmission lines on the north side of the Civic Center property to have minimum effect on the building and the north residential area.

The Mayor and Directors retreat is this Friday at the Civic Center and Baltzer will be attending the all-day meeting.

Baltzer stated the operations department is fully staffed for the first time in a long time. The Director of Operations did some research and has found that the staff in his department are the lowest paid in the city and feels this needs to be addressed.

Baltzer stated the naming rights topic has continued to evolve and feels the right process is to do a Request for Proposal (RFP). Baltzer feels if that process doesn't work then we can reach out to a national company for help. The RFP document is at the City Attorney's Office being reviewed and will be brought to the Board at the next meeting. Short discussion followed.

Lewis left during the Executive Director's Update.

Warren left the meeting.

Jensen left the meeting.

Miscellaneous:

1) Rushmore Plaza Civic Center Special Systems Study (Fire Alarm, HVAC, & Security)

Heitsch explained these items had been addressed as pieces and parts throughout the building. As the Rushmore Hall project continues and we move from the existing square footage into the new square footage, we want to have consistency in the systems for the whole facility. This project will be multi-level and may need to be done in phases. Heitsch stated we don't know for sure how much the cost will be therefore this study is being presented to make sure the new building is the same as the rest facility and get a handle on needs and costs. Heitsch stated the professional service agreement for the study was emailed and is included in the Board packets. Heitsch asked Jaime Stampe with Skyline Engineering to elaborate further. Stampe feels these items can affect staff also, as consolidating can make things easier and more efficient. Currently, these items are aging and have multiple systems throughout the existing building. This study will address all the systems and determine what is best for all the different areas and can help move forward into the new arena. Motion was made by Kline and seconded by Diedrich **to move forward with the Professional Services Agreement with Skyline Engineering as presented**. Upon vote being taken, the motion carried unanimously.

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 10:01 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