

**RUSHMORE PLAZA CIVIC CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, February 26, 2019**

Board member, Dan Kline called the meeting to order at 8:15 a.m. with the following Board members present: Brad Estes and Gary Brown (via teleconference). Staff present include: Executive Director, Craig Baltzer; Deputy Director, Tracy Heitsch; Deputy Director, Jayne Kraemer; and Administrative Assistant, Sandra Arnold. Liaisons present include: VRC, Julie Jensen; City Council, Chad Lewis; and RCAS, Jared Vasquez and Jordon Bauer. Others present include: Assistant City Attorney, Jess Rogers. Other Civic Center Managers were present and introduced later in the meeting.

After review of the meeting agenda, Kline suggested Miscellaneous Item 2 for Election of Officers be postponed until the next Board meeting. Motion was made by Estes and seconded by Brown **to approve the agenda as amended**. Upon vote being taken, the motion carried unanimously.

General Public Comment

None

Minutes

Motion was made by Brown and seconded by Estes **to approve the minutes of February 12, 2019, meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2019 Bill List for February 26 was audited.

28 AMXS BOOSTER CLUB	130.02
28 BW ANNUAL AWARDS	357.53
A & B BUSINESS EQUIPMENT INC	1586.07
ALSCO INC	292.63
AMERICAN LEGION POST 303	959.87
BETHEL ASSEMBLY OF GOD CHURCH	314.87
BLACK HILLS & BADLANDS TOURISM ASSOCIATION	313.00
BLACK HILLS CHEMICAL CO INC	17.98
CARBONHOUSE	600.00
CASH-WA DISTRIBUTING COMPANY	2554.96
CBH COOPERATIVE	215.60
CENTURY GLASS INC	228.78
CITY OF RAPID CITY	6251.87
COCA-COLA OF THE BLACK HILLS	3535.05
CRUM ELECTRIC	226.73
CULLIGAN OF THE BLACK HILLS	240.00
DEPOT MUSIC	200.00
E & J SPECIALTIES INC	114.00
EASTMAN SOUND & MUSIC	55.00
ELLSWORTH GROUP 56	1124.39
FAST SIGNS	394.24
FOOD SERVICES OF AMERICA	10912.59
FOUR WINDS INTERACTIVE LLC	577.79
GOLDEN WEST TECHNOLOGIES INC	222.50
HAGEN GLASS CO	90.00
HEARTLAND PAPER CO	1882.88
HILLS SEPTIC SERVICE	300.00
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	3109.00
KIEFFER SANITATION INC	3279.76
KNECHT HOME CENTER	104.61
KT CONNECTIONS INC	1050.00
LICENSED BEVERAGE DEALERS OF SD	300.00
M G OIL CO	2183.56

MIDWEST MARKETING	7950.00
MOUNTAIN STATES SECURITY INC	162.25
NORTH CENTRAL SUPPLY INC	514.00
OLD WEST DUTCH OVEN CATERING CO, THE	1360.00
POLLSTAR	499.00
PROUD PROFESSIONALS	111.50
PURCHASE POWER/PITNEY BOWES	50.15
QUALITY BRANDS OF THE BLACK HILLS	606.32
RAPID BROADCASTING COMPANY	450.00
RAPID CITY CHRISTIAN EDUCATION ASSOCIATION INC	1151.94
RAPID CITY SHRINE CLUB	722.90
RAPID ROOTER	115.00
RC STORM FASTPITCH	863.05
RUNNINGS SUPPLY INC	73.97
SAFEWAY INC	38.85
SHI INTERNATIONAL CORP	266.17
SHOENER MACHINE & TOOL INC	200.35
SIGNS NOW	101.99
SIMPSON'S PRINTING	90.00
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY	3973.53
ST THERESE THE LITTLE FLOWER CHURCH	311.84
TEAM WICKED SOFTBALL	2519.45
TECHNOLOGY CENTER	399.00
TENNANT SALES AND SERVICE CO	329.90
TRUEIT	78.50
UNITED PARCEL SERVICE INC	16.94
US DEPARTMENT OF AGRICULTURE-FOREST SVC	8945.09
US FOOD SERVICE	2748.92
VAST BUSINESS	2738.67
WATERTREE INC	124.98
WESTERN STATIONERS	119.81
WESTMINSTER MOPS	291.65
Total	82,001.00

Motion was made by Estes 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 last week the International Convention of Grand Masons were in town. The local Masons did a great job of hosting 880 people and promoting the area. Jensen stated she attended many of the sessions. This convention brought a big economic impact to the area.

Visit Rapid City continues to work closely with Embrace the Base focusing on the new airmen stationed at Ellsworth to help them become more engaged in Rapid City and the Black Hills area. Over 300 business have signed up promoting military discounts.

Jensen stated June will be a busy time at the Civic Center with the Northland Hockey tournaments and the Rocky Mountain Wrestling. Fireball Run Season 11 was released on Amazon; the last few episodes focus on Rapid City as the event ended in Rapid City at Main Street Square.

National Tourism Week is May 6-12 with May 7<sup>th</sup> being the focus day in Rapid City. The day will start out with Customer Service Training, Inter-Agency Exchange, Literature Swap, then ending the day with the celebration at Main Street Square.

Chad Lewis – Council Liaison: Lewis recapped the vision funds committee and projects. One of Lewis' focus is the Fitzgerald Stadium; he would like to see additional funds go towards the stadium's infrastructure. Elevate Rapid City and Embrace the Base are working on a Military Appreciation Park. Discussion regarding funding and ideas for the project continue. Lewis discussed the new parking meters and the new panhandling ordinance. Lewis thanked the Civic Center staff for all the accommodations and work put into all the sporting events held at the facility.

Jared Vasquez/Jordon Bauer – RCAS Liaison: Vasquez stated the Combined State High School Wrestling tournament was last weekend; tickets were sold out in the reserved seats, while the students packed the general admission seats. The area Athletic Directors, school staff and Civic Center staff were all great to work with during this big event. A lot of great feedback was received. Vasquez stated the only glitch was parking congestion of the busses when everyone wanted to leave at once.

Bauer stated in two weeks the Combined Class AA Girls and Boys Basketball tournament will be in the Barnett Arena, along with the State Visual Arts event. Bauer stated this was his first time working with the Civic Center staff during an event; staff made the event great and really enjoyed working with everyone.

Vasquez stated other non-sport events coming up are United in Song, Festival of Bands, Strings in Concert, and Prom.

#### Financial Information

Heitsch discussed the working financial papers as of and ending in the month of January 2019 YOY comparison through 2015, along with budget comparison, as sent to each Board Member. Board accepts as information.

#### Executive Director's Update

Baltzer updated the Board about the upcoming expansion meetings. Focus this week will be on the Food and Beverage Department, outside utility placement, and loading dock size and placement. Baltzer feels the new facility will affect the staffing for all departments, along with equipment. We need to start looking at how we are going to operate within our departments as a whole with regards to the addition of the new building.

#### Miscellaneous:

1) Introduction of Civic Center Managers

Baltzer explained there have been a few new managers hired and wanted to introduce them along with other the managers to the Board, especially since there is a new Board member. Staff introduced themselves stating their name, title, years of service and background. Managers included; Nathan Kleinschmit, Engineering Manager; Eric Haraysn, Operations Manager; Jarrett Breuninger, Accounting & Administration Manager; Priscilla Dominguez, Director of Sales & Marketing; Tanya Gray, Event Services Manager; Ryan Knutson, Director of Food Services; Larry Dale, Life Safety and Events Coordinator; Josh Houk, Corporate Sales; Sara McGeehon, Ticket Operation Manager; Monte Valnes, Assistant Food Services Manager; and Nathan Forsyth, Assistant Food Services Manager. Managers missing were Paul Sterling, Director of Operations; Evan Sims, Assistant Ticket Operation Manager; and Jorge Ucan, Assistant Food Services Manager.

2) Black Hills Energy Renewable Ready Program

Heitsch reminded the Board about the Renewable Program that was recently presented by Black Hills Energy. Heitsch stated the memorandum of understanding is in their packets and explained the program, term lengths, and other items. Heitsch explained the memorandum is a non-binding agreement and the formal contract would come later this summer. The memorandum will be used to show support for the program to the Public Utility Commission. Baltzer believes this is a great opportunity and creates a partnership. Motion was made by Estes and seconded by Brown **to approve the signing of the Renewable Ready Program Memorandum of Understanding.** Upon vote being taken, the motion carried.

There being no further business, motion was made by Estes and seconded by Brown **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:15 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