

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

Chair of the Board, Dan Kline called the meeting to order at 8:15 a.m. with the following Board members present: Donna Winkler, Mike Diedrich, Brad Estes, and Gary Brown. 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. Others present include: Assistant City Attorney, Jess Rogers, Energy Plant Manager, Gunar Dzintars and Energy Plant Operator, Chris Catlette.

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

General Public Comment

None

Minutes

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

Bill List

The 2019 Bill List for March 26 was audited.

28TH CONTRACTING SQUADRON UAC	252.50
28TH FORCE SUPPORT SQUADRON BOOSTER CLUB	183.90
A & B BUSINESS EQUIPMENT INC	1272.83
ACE HARDWARE-WEST	43.32
ALSCO INC	508.50
AMERICAN LEGION POST 303	1168.59
ATHLETICA/SPORT SYSTEMS UNLIMITED	231.60
BETHEL ASSEMBLY OF GOD CHURCH	1083.06
BIG D OIL COMPANY	653.19
BLACK HILLS CHEMICAL CO INC	403.99
BORDER STATES ELECTRIC SUPPLY	556.83
CARBONHOUSE	600.00
CASH-WA DISTRIBUTING COMPANY	6477.45
CBH COOPERATIVE	203.00
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	40.70
CITY OF RAPID CITY	7416.84
CLIMATE CONTROL SYSTEMS & SERVICE	2445.23
COCA-COLA OF THE BLACK HILLS	12873.60
CRUM ELECTRIC	474.00
DAKOTA BATTERY/ELECTRIC	30.52
DAKTRONICS INC.	90500.00
DEFENDERS ASSOCIATION	423.67
DENNIS SUPPLY	627.11
DIAMOND VOGEL PAINT CTR	158.76
EASTMAN SOUND & MUSIC	55.00
EVERGREEN OFFICE PRODUCTS INC	24.99
FISHER BEVERAGE COMPANY INC	8334.90
FOOD SERVICES OF AMERICA	30104.08
FOUR WINDS INTERACTIVE LLC	577.79
FRONTIER AUTO GLASS LLC	351.33
G & R CONTROLS INC	6071.44
GOLDEN WEST TECHNOLOGIES INC	160.00
HEARTLAND PAPER CO	445.90
HILLYARD INC. / SIOUX FALLS	676.84

I SCREAM LLC	2250.00
JANTECH LLC	275.00
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	4757.25
JULIAN SWALLOW	62.11
KIEFFER SANITATION INC	4246.80
KNECHT HOME CENTER	61.05
KONE INC	4540.41
LIGHTING MAINTENANCE CO	138.20
M G OIL CO	1885.78
MATHESON TRI-GAS INC	29.95
MAURADERS SOFTBALL	158.63
MENARDS	138.60
MOUNTAIN STATES SECURITY INC	162.25
PRAIRIE AUTO PARTS	51.58
PRESSURE SERVICE INC.	105.05
PROUD PROFESSIONALS	334.91
QUALITY BRANDS OF THE BLACK HILLS	10186.16
RAPID CITY JOURNAL - ADVERTISING	157.16
RAPID CITY SHRINE CLUB	347.93
RED WING SHOE STORE	331.48
RUNNINGS SUPPLY INC	145.94
SAFEWAY INC	69.41
SENTECH CORPORATION	342.21
SEQUENT ENERGY MANAGEMENT LP	13710.61
SERVALL UNIFORM/LINEN CO INC	111.10
ST PAUL'S EVANGELICAL LUTHERAN CHURCH	1444.62
ST THERESE THE LITTLE FLOWER CHURCH	1132.11
SUMMIT SIGNS & SUPPLY INC	205.50
SYSCO MONTANA INC	4782.49
TRACY HEITSCH	95.53
US FOOD SERVICE	3234.31
VAST BUSINESS	2694.56
VERIZON WIRELESS	1696.38
WATERTREE INC	143.64
WESTERN COMMUNICATIONS INC	318.02
WESTERN STATIONERS	58.43
Total	236,211.62

Motion was made by Winkler 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: Jensen thanked the Civic Center Staff for all the hard work on the State Wrestling Tournament and the State Basketball Tournaments. Jensen heard great things; lots of compliments.

National Tourism Week is May 6-12 with May 7th 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 starting at 4:00pm at Main Street Square. Jensen hopes everyone can attend.

The marketing campaign for the peak tourism season will start this week. Jensen will be going to Washington, D.C. in a couple of weeks to visit with representatives regarding the need for employees during peak tourism times. Many of them come from other countries to work specifically during tourism months of June through September.

Jensen stated the Bid Board and the VRC Board voted to provide \$25,000 to the Extreme Bronc Match happening in August at the Central States Fairgrounds. This event will create great exposure from being aired on CBS Sports.

Chad Lewis – Council Liaison: Not present.

Jared Vasquez/Jordon Bauer – RCAS Liaison: Not present.

Financial Information

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

Executive Director's Update

Baltzer stated the expansion meeting was held just last week due to the snowstorm creating travel issues two weeks ago. Last week's meeting focused on budget and finalizing some decisions needing to be made. Baltzer explained a few of the items being discussed. Short discussion followed.

Diedrich left during the Executive Director's Update.

Miscellaneous:

1) Transportation Natural Gas Bid

Dzintars introduced himself and explained the operations of the Energy Plant. Dzintars introduced Chris Catlette, lead operator and acting Assistant Plant Manager as Dzintars moves toward retirement. Catlette explained this item goes to bid every year for the contract period of June 1 through May 31. Catlette stated the first step is to advertise for bids then open bids at the end of April. Motion was made by Winkler and seconded by Brown **to approve staff to go out to bid for Transportation Natural Gas**. Upon vote being taken, the motion carried unanimously.

2) Budget 2020

Heitsch thanked the Board for their attention to the details of the budget presentation at the last meeting. Heitsch gave a brief recap. Discussion followed on the capital outlay budget. Motion was made by Estes and seconded by Brown **to amend Budget 2020 by adding \$200,000 to Capital Outlay with an offsetting revenue of \$200,000 from Cash on Hand**. Upon vote being taken, the motion carried unanimously. Motion was made by Brown and seconded by Winkler **to approved Budget 2020 with the amended item**. Upon vote being taken, the motion carried unanimously.

There being no further business, motion was made by Brown and seconded by Estes **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:35 a.m.

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

Sandra Arnold, Administrative Assistant

Date