

**RUSHMORE PLAZA CIVIC CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, April 23, 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, 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: City Council, Chad Lewis. Skyline Engineering Representative, Jamie Stampe; Central States Fair Representative, Silvia Christen; and Rapid City Area Schools Liaison, Jared Vasquez entered later in the meeting.

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

General Public Comment

None

Minutes

Motion was made by Brown and seconded by Winkler **to approve the minutes of April 9, 2019, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2019 Bill List for April 23 was audited.

28 AMXS BOOSTER CLUB	822.63
28 MUNS TOP IV	295.19
A & B BUSINESS EQUIPMENT INC	1275.61
ACE HARDWARE-WEST	41.66
ADAMS ISC	62.04
ALSCO INC	2765.42
ASHLEY HUNTER	568.75
BETHEL ASSEMBLY OF GOD CHURCH	1548.36
BLACK HILLS CHEMICAL CO INC	399.00
BORDER STATES ELECTRIC SUPPLY	125.88
BROWN'S SMALL ENGINE REPAIR	1997.50
CARBONHOUSE	600.00
CASH-WA DISTRIBUTING COMPANY	3703.54
CBH COOPERATIVE	161.00
CERTIFIED LABORATORIES INC	127.41
CITY OF RAPID CITY	5477.18
COCA-COLA OF THE BLACK HILLS	11722.60
CONTRACTORS INSULATION & DRYWALL SUPPLY INC	297.00
DOOR SECURITY PRODUCTS INC	300.00
E & J SPECIALTIES INC	549.75
EASTMAN SOUND & MUSIC	55.00
ECOLAB INSTITUTIONAL INC	266.53
EVENT SOFTWARE CORPORATION	2050.00
FISHER BEVERAGE COMPANY INC	537.80
FOOD SERVICES OF AMERICA	13030.36
FOUR WINDS INTERACTIVE LLC	577.79
GOLDEN WEST TECHNOLOGIES INC	160.00
GRIMM'S PUMP SERVICE INC	119.02
HARVEYS LOCK SHOP INC	21.00
HEARTLAND PAPER CO	1208.09
HILLYARD INC. / SIOUX FALLS	451.60
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	3224.00
KAY PARK RECREATION CORP	693.00
KIEFFER SANITATION INC	3354.73

KNECHT HOME CENTER	45.10
MATHESON TRI-GAS INC	76.26
MENARDS	338.43
MIDWEST MARKETING	4795.00
MIKE WOLFORTH PHOTOGRAPHY	250.00
MOUNTAIN STATES SECURITY INC	132.75
NORTH CENTRAL SUPPLY INC	183.68
NORTHWEST PIPE FITTINGS INC	800.00
PACIFIC STEEL & RECYCLING INC	295.90
PRESSURE SERVICE INC.	610.71
PROMOTION REHABILITATION	60.00
R & R SPECIALITIES INC	352.50
RAPID BROADCASTING COMPANY	900.00
RAPID CITY JOURNAL - ADVERTISING	861.34
RAPID CITY SHRINE CLUB	547.67
RED WING SHOE STORE	535.47
SAFEWAY INC	88.75
SERVALL UNIFORM/LINEN CO INC	111.10
SIMPSON'S PRINTING	577.00
SKYLINE ENGINEERING	3074.60
SKYLINE SIGNS & LIGHTING	132.65
SOUTH DAKOTA POOL AND DART CORP	12500.00
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY	626.01
SOUTHERN GLAZER'S OF SD	886.20
STATE OF SOUTH DAKOTA	3496.00
SUMMIT COMPANIES	600.00
SYSCO MONTANA INC	1732.21
US FOOD SERVICE	2033.25
VAST BUSINESS	2674.57
WATERTREE INC	115.65
WESTERN COMMUNICATIONS INC	216.00
WESTERN STATIONERS	366.00
WESTMINSTER MOPS	1322.61
Total	100,276.85

Motion was made by Winkler and seconded by Estes 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: Not present.

Chad Lewis – Council Liaison: City Council and Mayoral elections are in June; encourage everyone to get out and vote. Lewis gave a brief overview of the downtown parking plan discussions.

Stampe, Christen, and Vasquez entered the meeting.

Jared Vasquez – RCAS Liaison: Vasquez stated there is a track meet today; pleased the weather is cooperating. Vasquez thanked the Civic Center Staff for the flexibility at the State Basketball tournament during the storm. He received good reports about the State Basketball tournament from the SDHSAA meetings. The SDHSAA meeting also discussed separating the currently combined State Tournaments. Vasquez is hoping for them to hold off for a few years but will know more after their June meeting.

Silvia Christen – CSF: Christen stated the Fair has begun rolling out their concerts announcements; the first announcement is Big and Rich. Christen explained the CSF Board retreat will be May 16 in Deadwood and she will send information to Baltzer inviting him to attend. Christen announced CSF has an event coordinator position open.

Vasquez left the meeting.

### Financial Information

Heitsch discussed the working financial papers as of and ending in the month of March 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 Advertising Strategist position is in the process of interviewing potential candidates but may have to look at reevaluating this position, along with few other FTE positions, in preparation for the opening of the new facility.

Baltzer did a PowerPoint showing some of the layouts of the new facility. Baltzer stated there are new layouts being worked on but wanted to keep the Board up-to-date on the project.

### Miscellaneous:

1) Declaration of Surplus

Heitsch handed out a list of items that are no longer working or not usable. Due to items being city-owned, the items need to be declared surplus before they can be auctioned. Motion was made by Winkler and seconded by Brown **to declare the list of items presented as surplus.** Upon vote being taken, the motion carried unanimously.

2) Security Policy

Baltzer gave a brief overview of the conversation at the last Board meeting regarding this topic. Baltzer met with consultants from the Rapid City Police Department regarding implementing a trespassing policy. Baltzer explained how the trespass policy would work and how the Civic Center Management would be the ones to handle any issues. Baltzer passed out a draft of the policy and form that would be filled out. Motion was made by Brown and seconded by Estes **to approve the trespassing policy and form as presented.** Upon vote being taken, the motion carried unanimously.

3) Change Order Special Systems

Heitsch introduced Jamie Stampe from Skyline Engineering. Heitsch gave an overview of the Special Systems Study. Stampe explained that JCI Security has more experience on this topic along with being an arena expert and felt their knowledge would be better suited. As a result, the Civic Center has engaged JCI Security to conduct a more extensive security study. In turn, Skyline Engineering has reduce their fee by \$5,035. Motion was made by Winkler and seconded by Estes **to accept the lump sum reduction of \$5,035.00 for Skyline Engineering's Special Systems Study services.** Upon Vote being taken, the motion carried unanimously.

4) Change Order Rushmore Hall

Heitsch gave an overview of all the challenges with the electrical and lighting in the Rushmore Hall. Heitsch stated there are three items under consideration; change to refeed gutters with 200 amps, replacing the lighting controls, and adding dinner lighting. Stampe detailed the change to refeed gutters and the electrical distribution. Heitsch passed out the change order for RFP #007. Heitsch stated the RFP #007 to refeed the gutters is a change order with a total cost of \$17,576. Motion was made by Estes and seconded by Brown **to approve the RFP #007 change order to refeed gutters with 200 amps for the total cost of \$17,576.00.** Upon vote being taken, the motion carried unanimously. Heitsch stated the other two items will be brought back after further investigation.

There being no further business, motion was made by Winkler and seconded by Brown **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 10:06 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