

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, May 14, 2019**

Vice-Chair of the Board, Gary Brown, called the meeting to order at 8:16 a.m. with the following Board members present: Donna Winkler and Brad Estes. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Tracy Heitsch; Director of Sales and Marketing, Priscilla Dominguez; Accounting Clerk, Pat Koerlin; and Administrative Assistant, Sandra Arnold. Liaisons present include: City Council, Chad Lewis. Others present include: Assistant City Attorney, Jess Rogers; Energy Plant Manager, Gunar Dzintars; Energy Plant Lead Operator, Chris Catlette; and Central States Fair representatives, Silvia Christen and Dan Warren.

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

General Public Comment

Christen stated they are working on the Fair line-up, PRCA Xtreme Broncs event, and the new event of Women's Breakaway Roping. CSF Board Retreat is this week in Deadwood.

Minutes

Motion was made by Winkler and seconded by Estes **to approve the minutes of the April 23, 2019, meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2019 Bill List for May 14 was audited.

A&B WELDING SUPPLY CO INC	82.54
ADECCO EMPLOYMENT SERVICES	130.20
ALSCO INC	328.74
ASHLEY HUNTER	192.50
BARBIZON LIGHT OF THE ROCKIES INC	411.74
BEST BUY BUSINESS ADVANTAGE ACCOUNT	249.99
BLACK HILLS INSURANCE	5614.00
BORDER STATES ELECTRIC SUPPLY	1208.18
BROWN'S SMALL ENGINE REPAIR	273.20
CAPITAL ONE PUBLIC FUNDING	323670.00
CARBONHOUSE	600.00
CASH-WA DISTRIBUTING COMPANY	766.65
CBH COOPERATIVE	67.20
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	197.38
CITY OF RAPID CITY	239.01
COCA-COLA OF THE BLACK HILLS	6890.00
COMPLETE HVAC SERVICE & INSTALLATION	3385.00
CONVERGINT TECHNOLOGIES LLC	900.00
CPTS UAC	775.22
CRUM ELECTRIC	657.92
DAKOTA SUPPLY GROUP	378.82
DENNIS SUPPLY	678.84
EASTMAN SOUND & MUSIC	55.00
FOOD SERVICES OF AMERICA	3934.12
FOUR WINDS INTERACTIVE LLC	577.79
FULL COMPASS SYSTEMS LTD	1648.40
GOLDEN WEST TECHNOLOGIES INC	285.00
GRIMM'S PUMP SERVICE INC	972.00
HEARTLAND PAPER CO	196.88
HILLYARD INC. / SIOUX FALLS	783.20
HOBBY LOBBY	154.84

KNECHT HOME CENTER	203.12
M G OIL CO	1516.28
MENARDS	184.62
MIDWEST MARKETING	4245.00
MIKE WOLFORTH PHOTOGRAPHY	125.00
NORTH CENTRAL SUPPLY INC	1079.87
PACIFIC STEEL & RECYCLING INC	55.62
PRESSURE SERVICE INC.	852.76
QUALITY BRANDS OF THE BLACK HILLS	2826.63
RAPID CITY JOURNAL - ADVERTISING	140.46
RAPID ROOTER	155.00
RED WING SHOE STORE	114.74
REPUBLIC NATIONAL DISTRIBUTING COMPANY	3163.35
SAFEWAY INC	374.82
SAM'S CLUB	1458.60
SEQUENT ENERGY MANAGEMENT LP	7642.03
SERVALL UNIFORM/LINEN CO INC	111.10
STAN HOUSTON EQUIP CO INC	531.39
STATE OF SOUTH DAKOTA	358.00
SYSCO MONTANA INC	3576.22
THYSSENKRUPP ELEVATOR CORP	935.00
TRUEIT	824.25
US FOOD SERVICE	1578.17
VERIZON WIRELESS	1692.50
WALMART COMMUNITY	626.67
WARNE CHEMICAL & EQUIP.	55.50
WESTERN COMMUNICATIONS INC	125.73
WESTERN STATIONERS	114.81
WHISLER BEARING COMPANY	78.14
Total	391,074.74

Motion was made by Estes and seconded by Winkler and carried **to authorize the Finance Officer to issue warrants or treasurers checks, drawn on proper funds, in payment thereof.**

Executive Director's Update

Baltzer thanked the Board for helping implement the trespassing policy; the policy was utilized last week. Baltzer feels this policy will help prevent unnecessary incidents with our clients and keep everyone safe.

Baltzer stated that the last construction meeting was progressive. Discussions included add alternate list and detailing costs. Other items included the south concourse being widened, locker room and catering room size adjustments, and rearranging of some storage rooms. The DAS room location is also being determined.

Baltzer will be at the Public Works committee meeting today to discuss the parking plan, then the council meeting on Monday. The parking plan consists of reviewing the facility as a whole: utilizing the facility lots, high school lots, and downtown. Baltzer is working with City Transit, possibly using a larger plan for a park-n-ride system, and perhaps instigating our own transit utilizing the promenade.

Miscellaneous

1. Transportation Natural Gas Bid

Dzintars asked Catlette to speak about the bid. Catlette recapped the process. Received two bids from Rainbow Gas and Sequence Energy. Rainbow Gas was the low bid. Catlette recommended to accept the low bid from Rainbow Gas. Motion was made by Estes and seconded by Winkler **to move forward with the lowest bid by Rainbow Gas for the Transportation Natural Gas.** Upon vote being taken, the motion carried unanimously.

2. Advertising Strategist Position

Dominguez handed out the job description for Advertising Strategist. The position will be advertised at Grade 16. Dominguez is asking for approval of the job description as presented.

Motion was made by Winkler and seconded by Estes **to approve the Advertising Strategist job description as presented.** Upon vote being taken, the motion carried unanimously.

3. Barnett Arena Elevator Modifications

Heitsch handed out a proposed agreement from Kone regarding the modification of the elevator in the Barnett Arena. Heitsch explained the issues surrounding the elevator. The elevator will not look much different but some of the changes will include: control system, power unit, fixtures, door operation, travel cable, pit ladder, and shut off valves. Total price for the labor and parts is \$76,872. Heitsch stated the project will take a couple of weeks and is slated to be done in July. Motion was made by Estes and seconded by Winkler **to approve the Barnett Arena elevator modernization agreement as presented.** Upon vote being taken, the motion carried unanimously.

There being no further business, motion was made by Winkler and seconded by Estes **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 8:47 a.m.

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

Sandra Arnold, Administrative Assistant

Date