

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, May 29, 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, Mike Diedrich, and Gary Brown. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Tracy Heitsch; Deputy Director, Jayne Kraemer; Event Services Manager, Tanya Gray, and Accounting Clerk, Pat Koerlin. Liaisons present include: Visit Rapid City Representatives, Carol Bancroft and Ally Formanek; Central States Fair Representative, Dan Warren; and Rapid City Area Schools Liaison, Jordan Bauer.

After review of the meeting agenda, motion was made by Diedrich 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 May 14, 2019, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2019 Bill List for May 29 was audited.

28 AMXS BOOSTER CLUB	872.61
28 BW ANNUAL AWARDS	805.59
28 MXG STAFF	342.19
A & B BUSINESS EQUIPMENT INC	1272.83
ACE HARDWARE-WEST	73.80
ALL METAL MANUFACTURING INC	1633.19
ALSCO INC	1568.43
AMERICAN LEGION POST 303	559.99
ASHLEY HUNTER	113.75
BETHEL ASSEMBLY OF GOD CHURCH	549.17
BHE INDUSTRIES INC	900.42
BLACK HILLS CHEMICAL CO INC	123.98
BORDER STATES ELECTRIC SUPPLY	784.26
CARQUEST AUTO PARTS	58.75
CASH-WA DISTRIBUTING COMPANY	7989.72
CBH COOPERATIVE	170.80
CITY OF RAPID CITY	4344.73
COCA-COLA OF THE BLACK HILLS	4811.95
DAKOTA BATTERY/ELECTRIC	149.99
DALE'S TIRE & RETREADING INC	88.75
DENNIS SUPPLY	151.27
DIAMOND VOGEL PAINT CTR	59.07
ELLSWORTH GROUP 56	642.68
FASTENAL COMPANY	51.52
FAT BOYS INC	612.00
FIRST ASSEMBLY OF GOD	1796.03
FOOD SERVICES OF AMERICA	23054.16
G&H DISTRIBUTING INC.	6.61
GREAT WESTERN TIRE INC.	86.45
HEARTLAND PAPER CO	31.92
JENNER EQUIPMENT CO	330.02
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	6319.39
KIEFFER SANITATION INC	2309.90

KNECHT HOME CENTER	191.25
KONE INC	317.48
LOWE'S	51.23
M G OIL CO	1126.23
MATHESON TRI-GAS INC	73.80
MENARDS	312.56
MIDWEST MARKETING	4200.00
MIKE WOLFORTH PHOTOGRAPHY	250.00
MOUNTAIN STATES SECURITY INC	118.00
MUNITIONS BOOSTER CLUB	635.53
NORTHWEST PIPE FITTINGS INC	199.62
PACIFIC STEEL & RECYCLING INC	134.75
PIZZA RANCH RAPID CITY	62.00
PRAIRIE AUTO PARTS	28.21
QUALITY BRANDS OF THE BLACK HILLS	3737.20
RAPID BROADCASTING COMPANY	900.00
RAPID CITY JOURNAL - ADVERTISING	147.42
RAPID CITY SHRINE CLUB	821.87
RUNNINGS SUPPLY INC	753.94
SAFEWAY INC	335.12
SERVALL UNIFORM/LINEN CO INC	111.10
SHI INTERNATIONAL CORP	532.34
SHOENER MACHINE & TOOL INC	8.00
SKYLINE SIGNS & LIGHTING	191.33
SYSCO MONTANA INC	7571.85
TIME EQUIP. RENTAL & SALES INC.	125.00
US DEPARTMENT OF AGRICULTURE-FOREST SVC	1437.80
US FOOD SERVICE	4479.21
VAST BUSINESS	2661.90
VERIZON WIRELESS	1692.50
VISTAR	838.59
WARNE CHEMICAL & EQUIP.	27.90
WATERTREE INC	122.88
WEAPON'S ORG	1162.37
WESTERN STATIONERS	87.07
WHISLER BEARING COMPANY	129.73
WW GRAINGER INC	89.62
	Total 98,681.32

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 was out. Carol Bancroft, representative from Visit Rapid City, stated their RFP for a new web site closes Friday. Current system is 5 years old and they need to upgrade. Goal is August 1st to begin with a new vendor. They have made organizational changes since Julie Jensen is more involved now with destination and community leadership. Carol Bancroft is now CFO and COO, Stacey Granum is now VP SMarketing (Sales & Marketing), Dannie Benny is Director of Marketing, and starting June 7, new employee Cody Weisman is Communications Manager. Their open position is Sports and Events Director. Ally Formanek is the Manager of Finance and Operations and oversees HR. Ally discussed the 2nd Annual Veterans Ride beginning at Main Street Square during the Rally. Gary Brown asked if they are working on tourism communications with road closures due to flooding. Bancroft and Formanek elaborated they are working with the SD Department of Tourism and BH Badlands & Lakes on the situation. They discussed Visit Rapid City's main tourism market areas including Chicago, Minneapolis, Denver, etc, and also outside of the Midwest.

Jordan Bauer with RC Area Schools stated that the teachers are on their last week, and Central/Stevens graduation was last Sunday. This next year will be slow for state events. State events to be held in the Civic Center for the coming school year include all classes of State Volleyball and Combined Sate A Basketball Tournament. The South Dakota High School Activities Association Board of Directors has approved eliminating combined basketball tournaments after the 2019-2020 school year. Tennis is

moving from one class to two. Bauer stated that families were positive about good hotel rates that were available at this year's state events hosted locally. Bauer thanked the VRC for their efforts on this subject.

Financial Information –

Heitsch discussed financial papers as of the End of April comparing 2015 thru 2019. BBB and utilities are on track from previous years. We are continuing to cut expenses where possible. An example is our Operations Department has 3 full time positions open. They are going to wait about 60 days due to our slow summer season. We receive a lot of good feedback from groups such as the Cosmos that are able to raise money thru the Rushmore Plaza Civic Center to fund their missions.

Executive Director's Update

Baltzer discussed the rendering picture of the outside of the new arena that was published recently. He is pleased with the results.

Baltzer has received the 100% Design Development documents. He will forward the link to the Board. The architects indicated a June 7 deadline for changes. There will be a series of meetings over the next 10 days. They will comb thru and discuss the key factors.

Baltzer stated the Trespassing Policy has been approved by the City Attorney's Office.

Subcontractor event held last week by Mortenson Construction and Scull Construction was well attended.

Baltzer stated he has been doing several presentations about the new arena. Last week he was with the Central States Fair Board. Dan Warren stated Craig was on point with many of the questions and concerns regarding the loading dock and ramp.

The July 23 Board Meeting has been rescheduled to July 26 at 8:15 am.

Paciolan is in town today working with Rush hockey on client services.

Miscellaneous:

- 1) Venue Event Management Software RFP – Tanya Gray explained our current system of Fastbook is outdated. New systems can cover many facets such as calendar, operations, settlements, invoicing, and data tracking. This item is in our 2019 capital budget. We need the system to work on mobile devices, and most new systems are cloud based. Our goal is to have operational by mid September, 2019. We budgeted for annual maintenance fees in our 2020 operations budget for this potential new software. Dan Kline asked about the security requirement. Motion made by Winkler and seconded by Brown **to approve staff to issue an RFP for Venue Event Management Software, providing the RFP offers adequate system security parameters.**
- 2) Change Order Rushmore Hall
Heitsch gave an update on the Rushmore Hall project addressing lighting controls. Heitsch described the lighting control issue and concerns. Heitsch explained the details of the RFP #9/CO#11 including the replacement of the existing controls with new Creston controls. Changes needed to make the process seamless. Motion made by Estes and seconded by Diedrich **to approve the Rushmore Hall Lighting Controls RFP #9/CO#11 to Muth Electric for \$44,082.00.**

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

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

Pat Koerlin, Accounting Clerk

Date

