

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, June 25, 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 and Gary Brown via teleconference. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Tracy Heitsch; Deputy Director, Jayne Kraemer; Event Service Manager, Tanya Gray; Accounting and Administration Manager, Jarrett Breuninger; Director of Food Services, Ryan Knutson; Director of Sales and Marketing, Priscilla Dominguez; Director of Operations, Paul Sterling; and Accounting Clerk, Pat Koerlin. Liaisons present include: City Council, Chad Lewis; VRC, Julie Jensen. Others present include: Assistant City Attorney, Jess Rogers.

After review of the meeting agenda, motion was made by Winkler and seconded by Brown **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 June 11, 2019, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2019 Bill List for June 25, 2019 was audited.

A & B BUSINESS EQUIPMENT INC	1272.83
ALSCO INC	116.39
BORDER STATES ELECTRIC SUPPLY	115.55
BROWN'S SMALL ENGINE REPAIR	4550.40
CARBONHOUSE	600.00
CARL'S TRAILER SALES INC	15150.00
CARQUEST AUTO PARTS	28.49
CASH-WA DISTRIBUTING COMPANY	432.00
CBH COOPERATIVE	193.90
CITY OF RAPID CITY	3941.36
COPY COUNTRY INC.	31.00
CRUM ELECTRIC	549.63
DAKOTA BATTERY/ELECTRIC	587.02
DAKOTA SUPPLY GROUP	239.90
DENNIS SUPPLY	401.51
DIAMOND VOGEL PAINT CTR	579.97
EASTMAN SOUND & MUSIC	55.00
FOOD SERVICES OF AMERICA	1057.17
G & R CONTROLS INC	5406.13
GOLDEN WEST TECHNOLOGIES INC	160.00
JANTECH LLC	550.00
JOAN'S PLANT SERVICE	350.00
KIEFFER SANITATION INC	2910.96
KNECHT HOME CENTER	97.67
KONE INC	4540.41
LEGEND COMMUNICATIONS OF WY	325.00
LIFT SOLUTIONS INC	1098.53
M G OIL CO	467.80
MATHESON TRI-GAS INC	71.94
MENARDS	247.50
MOUNTAIN STATES SECURITY INC	132.75
NORTHWEST PIPE FITTINGS INC	418.81
PARKWAY CAR WASH INC	318.50
PROUD PROFESSIONALS	600.72

PROVANTAGE LLC	622.00
RAPID BROADCASTING COMPANY	1125.00
RAPID CITY JOURNAL - ADVERTISING	1401.00
RED WING SHOE STORE	135.99
RUSHMORE EQUIPMENT LLC	685.00
SAFEWAY INC	168.72
SERVALL UNIFORM/LINEN CO INC	131.10
STATE OF SOUTH DAKOTA	270.00
SUMMIT COMPANIES	1647.00
SYSCO MONTANA INC	704.27
TIM ARCHER	79.84
VAST BUSINESS	2670.12
VERIZON WIRELESS	2225.34
WATERTREE INC	122.88
WESTERN STATIONERS	104.36
WHISLER BEARING COMPANY	37.20
	Total 59,728.66

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

Liaison Reports –

Julie Jensen with Visit Rapid City stated that the past couple months have been good for tourism. Many people are concerned about a slow down due to flooding in the hills. Some campgrounds are reporting slower numbers, while others are doing well but customers are not staying as long. BBB and Hotel Bid taxes thru April have been up, however, we experienced our worst weather in May. Jensen said they plan to spend more marketing dollars on events people attend, regardless of weather. Discussion continued.

Jensen reminded everyone that VRC continues to have their Sports position open and are waiting to hire. She discussed the large wrestling community in this area and she would love to move the wrestling events held at the RPCC in June this year, back to March. She also indicated the SDHSAA is interested in bringing the State B Golf Tournament to Rapid City in 2022.

Jensen said 13 nationwide agencies submitted proposals for the RFP to become VRC's new ad agency. They have narrowed it down to 7 – one local, one in state, and the rest are out of state. Oral presentations are July 23-24. Jensen asked Priscilla Dominguez to participate in the process.

Jensen mentioned that Readers Digest has named Rapid City as a finalist for the Kindest City and one of the Most Growing Cities to Watch.

The Amazing Rush group are in their 4th year. The group hosts meeting planners from national organizations and teams them with local organizations. VRC has already booked two pieces of business – Christian Ministries Life Way in July 2020 with approximately 5,000 attendees, plus a Military Veterans Motorcycle Group in 2022 with attendance of approximately 1,500. Dan Kline asked if Jensen feels that a major hotel such as Hilton or Marriott would have a positive effect. Jensen said she thinks a large 500 room hotel close to the RPCC would be booked all summer. We have beautiful hotels totaling around 5,000 sleeping rooms that currently cater to the leisure market and family travelers. Filling hotels in December is the challenge.

Chad Lewis reminded everyone that the new parking meters are being installed. There will be an adjustment time, and any concerns should be addressed to the Parking Committee. Meter fines will be up to \$15 after installed.

Lewis mentioned today is the run-off election.

Lewis also discussed the success of the Rushmore Cup Soccer Tournament. In speaking to officials, he did not feel that hotel rates were a deterrent.

Financial Information –

Heitsch discussed the working financial papers as of and ending in the month of May 2019 YOY comparison through 2015, along with budget comparison, as sent to each Board Member. The Civic Center had a few timing issues in May with the May tax receipts being received late from the State and not posted until June. Additionally, City Finance was not able to post some May receipts until June. A few capital items that have been on the prioritized needs list for years are going to be brought forward for discussion today. Board accepts as information.

Executive Director's Update –

Craig Baltzer mentioned that we are getting closer to the Broadway Series announcement. We hope to announce soon.

Baltzer apologized that the planned July 9th meeting, where we were going to announce the naming rights of the new arena, has been postponed until a later date. Legal continues to work on contracts to finalize the process.

Baltzer also updated the board on the bi-weekly construction meetings being held in relation to the new arena project. We continue to examine all opportunities relating to efficiencies and energy savings.

Miscellaneous:

- 1) Volleyball Equipment – Paul Sterling discussed our existing/original volleyball equipment. A new style portable system will give us many more options. Baltzer stated that this was a good investment as the volleyball numbers are growing. Julie Jensen added that this is a winter sport, which is beneficial for economic impact. Multiple quotes were received and the low quote was SNA Sports. Motion was made by Winkler and seconded by Brown to **approve the purchase of two portable volleyball units from SNA Sports for \$20,000**. Upon vote being taken, the motion carried.
- 2) Venue Event Management Software RFP – Tanya Gray reported on the status of the RFP. Two proposals were received and studied. After examination, Gray believes that Event Booking Software is the preferred choice based on excellent customer support, user functions, integration with other softwares, and easy access to calendars. Baltzer mentioned that he realizes the cost of new software is high, but with the time savings, alleviating manual errors, and many other new system functions, the expense is worthwhile. Jayne Kraemer said it is a good time to reorganize and have the new system in place prior to the new venue opening. Motion by Brown and seconded by Winkler to **move forward with contract negotiations with Event Booking Software**. Upon vote being taken, the motion carried.
- 3) Dishwasher Project – Our commercial dishwashing system is original to the facility and has been on our prioritized needs list for years. Ryan Knutson has been looking at various options. He feels our best option is to enter into a two year rental agreement for the commercial equipment for \$285 per month. Additionally, Knutson indicated that modifications to the space would be required. Those modifications would be a Power Soak Sink and Soil Table purchase. The combinations of these improvements would lend to energy and water efficiencies as well as staffing efficiencies. Discussion followed.

Motion was made by Winkler and seconded by Brown to **approve the two year dishwashing equipment rental agreement at \$285 per month pending the necessary legal language in the rental agreement**. Upon vote being taken, the motion carried.

Motion was made by Brown and seconded by Winkler to **approve the purchase of the Power Sink from Cash-Wa for the low quote amount of \$19,645.91**. Upon vote being taken, the motion carried.

Motion was made by Winkler and seconded by Brown to **approve the purchase of the Soil Table and Assembly from Cash-Wa for the low quote amount of \$6,311.02**. Upon vote being taken, the motion carried.

- 4) Allure Menu Boards – the Allure Menu Boards were approved by the board last fall, but based on the timing of the potential installation, the Civic Center staff felt it best to delay the implementation until the summer of 2019. Knutson reminded the board that these menu boards would have

multiple functions, including video capabilities, flash sale implementations, and control from mobile devices, including cell phones. This menu board project would be facility wide. Dan Kline asked if the purchase included the displays. Knutson said this purchase includes the drivers to connect to the displays we already have. Implementation will be complete by September 1st. Motion was made by Winkler and seconded by Brown **to approve the purchase of the digital signage by Allure in the amount of \$45,865.00**. Upon vote being taken, the motion carried.

- 5) Appetize Suite Module – Similar to the Allure Menu Boards project, the Appetize Suite Module was approved by the board last year. However, based on timing it was decided to wait to implement during a slower time of year. As a reminder to the board, this is a module to add to our existing Appetize POS system to fully utilize and increase our efficiencies in our premium spaces. Knutson stated that the Suite Module will enable premium guest to preorder before an event, keep information on file about guests, increases efficiencies in the kitchen, improve ease in ordering, etc. Baltzer agreed that this will improve our service offerings in our premium areas. Motion was made by Winkler and seconded by Brown **to purchase Appetize Suite Module for \$14,779.00**. Upon vote being taken, the motion carried.

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 9:20 a.m.

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

Pat Koerlin, Accounting Clerk

Date