

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Friday, July 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, Brad Estes, Mike Diedrich, and Gary Brown. Staff present include: Executive Director, Craig Baltzer; Deputy Director/Finance, Tracy Heitsch; Deputy Director/Events, Jayne Kraemer; Director of Food Services, Ryan Knutson; Stage/Production Manager, David Owen and Accounting Clerk, Pat Koerlin. Liaisons present include: City Council, Chad Lewis; VRC, Julie Jensen. Others present include: City Attorney, Joel Landeen, Assistant City Attorney, Jess Rogers; Skyline Engineering Representative, Jamie Stampe.

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

None

Minutes

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

Bill List

The 2019 Bill List for July 26, 2019 was audited.

37	A & B BUSINESS EQUIPMENT INC	1272.83
46	A&B WELDING SUPPLY CO INC	123.74
79	ACE HARDWARE-EAST	15.92
80	ACE HARDWARE-WEST	18.00
164	ALSCO INC	117.34
692	BORDER STATES ELECTRIC SUPPLY	240.58
787	BROWN'S SMALL ENGINE REPAIR	31.42
8169	CARBONHOUSE	600.00
905	CARQUEST AUTO PARTS	17.16
988	CHRIS SUPPLY COMPANY INC	45.17
1013	CITY OF RAPID CITY	2925.34
7794	CONVERGINT TECHNOLOGIES LLC	381.71
1123	COPY COUNTRY INC.	61.20
1179	CRUM ELECTRIC	474.00
1335	DENNIS SUPPLY	140.56
1359	DIAMOND VOGEL PAINT CTR	112.08
1479	EASTMAN SOUND & MUSIC	55.00
1648	FERGUSON ENTERPRISES INC	1060.17
1752	FOUR WINDS INTERACTIVE LLC	577.79
1811	FULL COMPASS SYSTEMS LTD	2029.70
1924	GOLDEN WEST TECHNOLOGIES INC	160.00
9800	J & L FLOORING	1273.98
2498	JANTECH LLC	275.00
2512	JENNER EQUIPMENT CO	136.67
2533	JOAN'S PLANT SERVICE	350.00
2552	JOHNSON CONTROLS INC	6394.00
2583	JOLLY LANE GREENHOUSE	281.56
12495	JOSH HOUK	90.00
12496	KC VIDEO PRODUCTIONS	15.00
2679	KIEFFER SANITATION INC	1999.16
2719	KNECHT HOME CENTER	163.81
3115	MATHESON TRI-GAS INC	87.42
3208	MENARDS	115.05

3255	MIDWEST MARKETING	4900.00
3530	NORTHWEST PIPE FITTINGS INC	17.60
11354	PRAIRIE AUTO PARTS	179.05
3863	RAPID CITY JOURNAL – ADVERTISING	187.76
4125	RUNNINGS SUPPLY INC	47.52
4330	SERVALL UNIFORM/LINEN CO INC	111.10
4431	SKYLINE ENGINEERING	6000.00
10271	SNA SPORTS GROUP	20000.00
2332	STAN HOUSTON EQUIP CO INC	227.21
4685	STURDEVANT'S REFINISH SUPPLY CENTER	20.30
4736	SYSCO MONTANA INC	200.16
4994	US FOOD SERVICE	475.52
6415	VAST BUSINESS	2838.55
5053	VERIZON WIRELESS	2452.22
5142	WATERTREE INC	96.99
5220	WESTERN STATIONERS	16.28
1956	WW GRAINGER INC	387.64
		Total 59,799.26

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 –

Visit Rapid City – Julie Jensen stated we are in the heart of our busy season and are having good weather. The camping industry has indicated they are taking a hit due to the excessive rainfall. April and May tourist tax numbers are up by 4%, with BID up by 1%. So far they are seeing rally numbers down with high expectations for next year due to the 80th Anniversary. VRC has seen Rapid City biker numbers decline since corporate Harley-Davidson moved to Sturgis. Jensen said they are working hard to reverse that trend. They are sponsoring the 2nd Annual Veterans Ride on August 6th, which was a great success last year.

Jensen said the enhancements to Mt Rushmore has caused a 20% decline in traffic at the monument. The consensus is that new and better signage is needed.

VRC has been working a great deal with the Executive Director at the Airport. VRC is hosting officials from Allegiant Airlines to reiterate to them that Rapid City needs to be considered a destination. The new round trip flights to Los Angeles and San Francisco are doing well.

VRC is sponsoring the Extreme Broncs Showcase with the Central States Fair on the August 22. CBS Sports will be broadcasting the event, a highlight for Rapid City.

Jensen is excited about the two days of oral presentations from prospective ad agencies. They are keeping the campaign of Do Big Things, and working on new additions of What's Your Next Big Thing, and Come Fill Your Bucket List. They are seeing a great "hit" in numbers on their web site.

VRC is also focusing on reminding tourists of all the things to do in Rapid City such as museums, art, etc. The AirBnB business has grown and adding the tax collected into our economy.

RC Council - Chad Lewis stated that road enhancements are all over the City. Parking meter installations are almost finished. Complaints are low. Reminder that the meters are free after 5:00 pm. Lewis is now the Parking Committee Chairperson.

Lewis also mentioned that there will be three 2020 budget hearings. Join in if interested.

RC Schools -
None

Financial Information –

Tracy Heitsch discussed the working financial papers as of and ending in the month of June 2019 YOY comparison through 2015, along with budget comparison, as sent to each Board Member. She stated that May financials were a concern to the operating balance – it has come back in line. Our cash position is close to where we expect this time of year. The BBB tax is doing ok. Heitsch said we are fortunate that the RPCC senior staff work diligently to support and maintain the budget. Summer cash flow is always less, which is our time for our capital projects.

Heitsch went into detail about the Prioritized Needs List. This is an update of things in process and/or completed. She reminds everyone that this is an evolving list.

Inter-departmental charges were discussed for 2007 thru projected 2021. These charges are increasing rapidly and dramatically and is a serious concern. Discussion followed. The Board accepts as information.

Executive Director's Update –

Craig Baltzer said that he and four others attended the IAVM (International Association of Venue Managers) in Chicago this week. Returned yesterday. It was very beneficial as IAVM has the largest industry trade show. We will need product for the new arena, and this trip gave them a good place to gather information. Baltzer stated that it was nice to hear that there are lobbyist working against ticket brokers (scalpers). He feels the federal government needs to take more of a stand against them. We will have bigger issues once we have our larger venue.

Chad Lewis left at 9:15 am

Baltzer also stated that the 2019-2020 Broadway season has been announced and is on sale. We are doing five shows this season instead of the usual four. The program has changed where we are giving the season ticket subscribers more options now and are working on a membership program instead. They will have options for discounts and can choose what show they would like to attend, which are added benefits. The goal will be to educate everyone on the new program.

Dan Kline left at 9:30

Miscellaneous:

1) Special Systems Study Presentation:

Jamie Stampe with Skyline Engineering handed out a packet of information about the Special Systems Study – 2019. This study involves Fire Suppression, Lighting, Security, HVAC, etc. This is a comprehensive plan that will cover multiple years. The ultimate objective is to bring the old systems up to date. The Executive Summary is straightforward, where the Summary Recommendation goes into thorough detail. There will be some opportunity for energy savings, where efficiency is difficult. Stampe stressed to the Board that the Fire Alarm is a big subject that needs to be addressed with an emergency voice evac system. Mike Diedrich referenced a Command Center and asked about the budget. Heitsch said this has been addressed. She said they will take the tools Stampe supplied and incorporate them into our plans. Jayne Kraemer asked if grants might be available. Stampe said possibly Homeland Security or BH Energy may have grants available. Discussion followed.

Donna Winkler left at 9:45

2) Theatre Fall Arrest Capital Project:

David Owen presented the information about the Fall Arrest Capital Project. Owen is proposing hiring Northland Safety Solutions (NSS) out of Farmington MN for \$15,320, to solve safety fall arrest issues in the theatre. Local companies were unable to provide certified installation.. The Minnesota company is federally certified and in line with OSHA. Motion was made by Estes and seconded by Brown to **move forward with Theatre Fall Arrest Capital Project with NSS for the low quote amount of \$15,320.** Upon vote being taken, the motion carried.

3) Food & Beverage Department Reorganization:

Ryan Knutson stated that this new FTE position for their team was approved in November 2018. They have adjusted titles and created new job titles of Culinary Manager and Assistant Culinary

Manager to run the back operations, food purchasing, and personnel. Knutson feels the reorganization will work better with two people as managers, and supervisors under them. He has been working with HR on this project. With this change, there will be five full time staff in Food and Beverage. Motion by Diedrich and seconded by Estes **to move forward with the Food & Beverage Department Reorganization.** Upon vote being taken, the motion carried.

There being no further business, motion was made by Estes and seconded by Deidrich **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 10:14 a.m.

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

Pat Koerlin, Accounting Clerk

Date