

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
MAY 26, 2020**

Chair of the Board, Gary Brown, called the meeting to order at 8:15 a.m. with the following board member present: Brad Estes. Also present via tele-conference were: Charity Doyle, Tim Johnson and Mike Diedrich. Staff present include: Executive Director, Craig Baltzer; Deputy Director/Finance, Tracy Heitsch; Deputy Director/Events, Jayne Kraemer; Accounting Clerk, Pat Koerlin; and Stage/Production Manager, David Owen. Liaisons present via tele-conference include: Visit RC, Julie Jensen. Others present via tele-conference include: RC Journal, Kent Bush; Perkins + Will representatives, James Chestnut, Alex Kendle, Joe Dyer, and Scott Schroeder

After review of the meeting agenda, motion was made by Estes and seconded by Johnson **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 Johnson **to approve the minutes of May 12 and May 21, 2020, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2020 Bill List for May 26 was audited.

| | |
|--|-----------------|
| A & B BUSINESS SOLUTIONS INC | 1353.38 |
| ACE HARDWARE-WEST | 158.93 |
| ALSCO INC | 18.92 |
| ATHLETICA/SPORT SYSTEMS UNLIMITED | 1833.00 |
| BLACK HILLS CHEMICAL AND JANITORIAL CO INC | 50.00 |
| BROWN'S SMALL ENGINE REPAIR | 91.47 |
| CARBONHOUSE | 1200.00 |
| CITY OF RAPID CITY | 1823.11 |
| DAKOTA SUPPLY GROUP | 30.06 |
| ECOLAB INSTITUTIONAL INC | 580.40 |
| FERGUSON ENTERPRISES INC | 614.58 |
| FOUR WINDS INTERACTIVE LLC | 71.42 |
| FRONTIER AUTO GLASS LLC | 60.00 |
| JORAN HAAS | 1601.00 |
| KIEFFER SANITATION INC | 1172.00 |
| KNECHT HOME CENTER | 78.56 |
| MATHESON TRI-GAS INC | 107.35 |
| MENARDS | 8.94 |
| NORTHWEST PIPE FITTINGS INC | 500.73 |
| PRAIRIE AUTO PARTS | 37.34 |
| RAINBOW GAS CO | 1724.57 |
| RAPID CITY AREA SCHOOL DIST 51-4 | 1740.00 |
| RAPID CITY JOURNAL - ADVERTISING | 232.48 |
| SOLUTIONS & CLEANING PRODUCTS INC | 610.12 |
| SUMMIT COMPANIES | 1906.00 |
| SUMMIT SIGNS & SUPPLY INC | 159.00 |
| THE ASSAULT | 376.43 |
| VAST BUSINESS | 2657.74 |
| VERIZON WIRELESS | 1460.45 |
| WALMART COMMUNITY | 19.36 |
| WARNE CHEMICAL & EQUIP. | 113.75 |
| WATERTREE INC | 69.00 |
| | Total 22,460.09 |

Motion was made by Johnson 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 said things are shakin' at Visit Rapid City. Staff is coming back to work June 1 wearing masks with staggered shifts. They will also be opening the Visitor Information Center. VRC will begin promoting their Staycation message, inspiring locals to get out to eat, shop, and play in Rapid City, of course in a safe manner. They are working with their ad agency to do a Regional Drive marketing campaign starting in mid-June. The industry is doing a lot to make people feel safe. July 3rd fireworks display and President Trump's visit at Mt Rushmore are still on at this time. Jim Hagen, the Secretary of Tourism, will be meeting tomorrow with VRC for planning purposes. Additional meetings have taken place with Ellsworth AFB and the National Parks. Jensen stated that the Downtown Ambassador Program is starting June 15. They are available to help visitor's feels safe and navigate our City. VRC is reliant on the BBB tax, which has been dramatically impacted by COVID 19, therefore, they are applying for whatever help is out there for small businesses, including the Economic Development Association. They are doing all they can to be smart with marketing dollars. Gary Brown mentioned a meeting he attended at the Airport. Jensen confirmed that RC Regional Airport is doing better than the national average. Their gift shop is now open.

RC Council

None

RC Schools -

None

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of April 2020 YOY comparison through 2016. She stated that April revenue this year is shy \$100,000 compared to a normal April, showing the impact from Covid-19 cancelled events. On the expense side Heitsch stated April was at \$577,000, with average expenses just shy of \$800,000, which shows how our Team is working hard to not spend more than they have to. As we look ahead to the month of May, our May expenditures are expected to be \$800,000, part of which is the \$324,000 May bond payment, and 3 payrolls. Our revenue numbers are waiting to see how the BBB tax payment in May turns out, which is reflective of March revenue. Heitsch expects a decrease in cash position based on where revenues are projected. Our budget will be severely impacted, as we have discussed at the last many Board meetings. The Board accepts this as information.

Gary Brown mentioned that he attended the Civic Center employee meeting on May 21 regarding the furlough information. He was pleased with the presentation to the employees by RPCC and City HR.

Executive Director's Update

Baltzer said he would like to thank the Board for being available for last week's Special Board Meeting decision on the employee furlough program, and also thanked City HR for aiding us thru this process. Baltzer will be sure to update the Board on the progress. Either Baltzer, Heitsch or Kraemer will always be available during business hours throughout the furlough.

Baltzer wanted to report that he has been meeting with Jayne Kraemer and Tanya Gray with Event Services on putting together guidelines for possible opening of the facility for events in July. All events operate differently, therefore, the City and CDC guidelines will be used. He stated that we will try not to deny any clients in July and August, and are looking at September for opening up with less restrictions if possible. Brown asked about the shelter in Rushmore Hall. Baltzer stated that they were up and running as of Friday morning May 22. Emergency Management is only bringing homeless individuals into Rushmore Hall who have been referred. They do have a few clients at this time, and again as designed, the Civic Center is not part of the operation.

Miscellaneous

Perkins + Will – Monument Fly Thru Model. Joe Dyer with Perkins + Will Architects did a presentation fly thru showing an interactive representation of the project in process. The presentation is not 100% exact.

There will be different signage, coloring and some areas were not fully built out for this model. The presentation shows open concept areas, concert bowl, ticketing lobby, club areas, star dressing rooms, etc. Estes commented on the windows and asked about the heat generated. Baltzer said the windows are a 70% reduction from the original concept and a lot of thought has been put into this subject. The new ice storage cooling system is very efficient. Discussion followed about how black out curtains are being installed to keep light out of the bowl during concerts. The Civic Center Board is invited to walk through the construction site during their weekly Wednesday 1:30 site walk through.

There being no further business, motion was made by Estes and seconded by Johnson **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:47 a.m.

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

Pat Koerlin, Accounting Clerk

Date