

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 11, 2020**

Chair of the Board, Gary Brown, called the meeting to order at 8:16 a.m. with the following Board members present: Brad Estes and Tim Johnson. Board Members present via tele-conference included: Charity Doyle 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. Others present included: Mortenson|Scull Construction Representative, David Richardson; City Councilman, Greg Strommen; and present via tele-conference included: RC Journal, Kent Bush; Central States Fair, Silvia Christen, and Assistant City Attorney, Jess Rogers

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

General Public Comment

None

Minutes

Motion was made by Johnson and seconded by Estes **to approve the minutes of the July 28, 2020, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2020 Bill List for August 11, 2020, was audited.

ALSCO INC	18.92
CARQUEST AUTO PARTS	110.55
CONRAD'S BIG C SIGNS	855.93
DENNIS SUPPLY	23.22
G&H DISTRIBUTING INC.	3.12
GRIMM'S PUMP SERVICE INC	1919.92
HERITAGE MAINTENANCE PRODUCTS	189.82
HILLYARD INC. / SIOUX FALLS	40.30
HOBART SERVICE	717.12
KIEFFER SANITATION INC	1172.00
KNECHT HOME CENTER	34.75
MENARDS	82.66
NIELSEN DIRTWORKS INC	322.00
NORTHWEST PIPE FITTINGS INC	158.06
PRAIRIE AUTO PARTS	170.69
RAINBOW GAS CO	869.84
RAPID CITY JOURNAL - ADVERTISING	321.01
ULINE INC	1118.97
WARNE CHEMICAL & EQUIP.	5.05
	Total 8,133.93

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. Motion carried unanimously.**

Executive Director's Update

Baltzer reported on the status of our Corporate Sales Manager, Josh Houk, who was injured in a fall a few weeks ago. He has a long road of therapy and recovery ahead, however, he is very positive and in good spirits. Please keep him in your thoughts.

Baltzer said the Elevate RC and the Chamber offices have vacated the Civic Center. This has created a lot of opportunity for new usage of the vacated space. We are brainstorming remodeling ideas at this

time. We are in need of moving some of our current managers into more professional office space – ie: our production manager cannot work in his office during shows as his office is located in the Theatre, rendering it unusable while shows are performing. We will keep the Board updated on our thoughts and plans. There is no budget for major remodeling of this space at this time, so major changes will be delayed for now.

Baltzer updated the Board on the event booking situation. The entire entertainment industry is slow moving right now. The venue in Casper WY has been in contact with us to work on a touring show that might visit both of our facilities. We hosted a wrestling tournament 10 days ago that was successful and we were able to learn a lot regarding concourse and concession management during a pandemic, through our experience of hosting our first major event since COVID hit. We feel the event was safely handled with the organizers spreading out the arrival of participants and guests, and the Civic Center providing safe surroundings. There might be a possibility of future tournaments, conferences, and shows due to our state of South Dakota being more open to events compared to other states. Kraemer stated that convention interest is high right now. VRC is working hard to spread the word that we are open for business and encourage conventions to consider our area. Since the Rush Hockey season start has moved to December, our 4th quarter revenues will be adversely affected. We are seeing the 2021 event calendar filling fast, and expect to be back to 100% by fall 2021.

Heitsch updated the Board on the positive news regarding the BBB tax. During the month of July, there was only one BBB tax payment received. The next payment was received in early August. The early August payment was larger than projected and will have a large positive impact on our cash flow. Additionally, our furlough program has ended rendering a total payroll savings of \$299,153. We have all of our full time employees back to work. As we do larger events, we will be contacting some part time staff to return to work. We plan to do some advertising to replace part time employees that have found other work or are not comfortable coming back. Brown asked if the furlough payment delays from the state had been resolved. Heitsch said we are down to three employees still waiting for payment. We continue to work with the state to resolve the issues.

Baltzer reminded all board members that each Wednesday at 1:30pm we have our weekly management walk thru of the construction site. If you would like to attend, give us a heads up so we may have gear ready.

Miscellaneous

Mortenson Update – Dave Richardson of Mortenson|Scull Construction said a lot has changed since his last update to the Board. The project is tracking on schedule and budget. Covid has created unique challenges in keeping workers safe and creating protocols, however, with no civic center events happening, they were able to capitalize and accomplish some complicated tasks during this time, in an effort to minimize facility impact once events are up and running again. Pictures were shown of the installation of the new ice storage tanks and chillers at the Energy Plant. They have started excavation to install the utility lines to service the new arena from the Energy Plant. They currently have 80 craft workers on site thru six different subcontractors. At peak manpower, the project will max at 250 workers. During various stages, they will have 20 subcontractors. The new loading dock is taking shape and they are focusing on the ramp into the area. Construction over the last several months has included structural steel and the concourse level with about 50% in place as of today. Over the next 30 days they will continue with pre-cast concrete, steel, and preparing for roof trusses. A lot of underground plumbing and electrical are being installed. There has been very little trouble with the supply chain during the pandemic. The Mortenson|Scull management team has been watching closely and allowing a lot of lead time to account for any issues in the schedule. North Street will be closed for approximately two weeks while installing underground piping. Baltzer discussed the current status of the project add alternates. The Mortenson site team is working closely with our team to help squeeze any available funds from the project to enable as many add alternates to be included in the project, as possible. Discussion followed.

There being no further business, motion was made by Doyle and seconded by Johnson **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:21 a.m.

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

Pat Koerlin, Accounting Clerk

Date