

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 25, 2020**

Chair of the Board, Gary Brown, called the meeting to order at 8:15 a.m. with the following Board members present: Brad Estes, Charity Doyle, and Tim Johnson, and via tele-conference: 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 include: RC Council, Greg Strommen, and via tele-conference Visit RC, Julie Jensen. Others present via tele-conference include: Assistant City Attorney, Jess Rogers.

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

General Public Comment

None

Minutes

Motion was made by Doyle and seconded by Johnson **to approve the minutes of August 11, 2020, meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2020 Bill List for August 25, 2020, was audited.

A & B BUSINESS SOLUTIONS INC	1441.99
A&B WELDING SUPPLY CO INC	31.80
A&J SCREENING-PARK BENCH APPAREL	472.95
ALSCO INC	18.92
BROWN'S SMALL ENGINE REPAIR	25.98
CARBONHOUSE	600.00
CASH-WA DISTRIBUTING COMPANY	280.33
CBH COOPERATIVE	140.00
CITY OF RAPID CITY	5009.22
COCA-COLA OF THE BLACK HILLS	840.00
CRUM ELECTRIC	237.00
DAKOTA BATTERY/ELECTRIC	85.80
DIAMOND VOGEL PAINT CTR	110.62
ECOLAB INSTITUTIONAL INC	294.95
GOLDEN WEST TECHNOLOGIES INC	160.00
HARVEYS LOCK SHOP INC	13.18
HILLYARD INC. / SIOUX FALLS	91.00
KIEFFER SANITATION INC	2010.18
KNECHT HOME CENTER	34.63
M G OIL CO	313.51
MATHESON TRI-GAS INC	265.88
MENARDS	296.90
NORTHWEST PIPE FITTINGS INC	1439.00
RAPID CITY JOURNAL - ADVERTISING	96.53
RUSHMORE PLAZA HOLIDAY INN	97.25
SAFEWAY INC	149.23
SIMPSON'S PRINTING	300.00
STAN HOUSTON EQUIP CO INC	65.93
SYSCO MONTANA INC	100.65
THYSSENKRUPP ELEVATOR CORP	349.50
TOUT ADVERTISING	895.00
TRUEIT	3126.00
ULINE INC	4467.49
VAST BUSINESS	2674.00

VERIZON WIRELESS	1909.59
WARNE CHEMICAL & EQUIP.	50.85
WATERTREE INC	69.00
WESTERN STATIONERS	43.35
	Total 28,608.21

Motion was made by Doyle 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 reported that working thru the virus has not been easy. The Black Hills are surviving much better than other parts of the country. VRC is seeing a lot of conventions interested in coming our way and have booked five conventions recently, with RPCC involved in several. VRC received another convention request yesterday and are having difficulty finding space in town. People are looking at the Black Hills as a safe place to come and hold meetings. The Governor has done an amazing job of sending out a message that South Dakota is going to make it easy if someone wants to move their business here. VRC is working to drive conventions to our area and we will be as safe as possible. There are many requests for relocation information coming into our state. Jensen said that she and Jayne Kraemer spoke about the High School Activities Association and the need to get the word out to move events here.

RC Council

Greg Strommen said the Mayor gave a preview of the budget last week and asked Baltzer if he had any concerns regarding the budget. Baltzer stated that they have been working together on one item of concern only.

RC Schools -

None

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of July 2020 YOY comparison through 2016. Heitsch said the financial picture at the end of July is what we expected it to be based on our earlier COVID projections. Since we only received one BBB payment in July, it has made a \$330,000 difference in the end of July numbers. We would have ended \$340,000 higher than current totals. If the 2nd payment hit in July, we would have only been down 19% instead. As we move forward, some events are occurring such as the Youth Hunting Banquet last week, and a wedding reception this week. The Covid Homeless Shelter revenues are coming in. We anticipate \$175,000 in self-generated revenues in the month of August. Summer was better than expected due to the higher than expected BBB receipts. We continue to have concerns about the fall events. The September BBB receipts will be reflective of July, therefore based on what we have seen it should be solid. Heitsch is more concerned with the receipts in the 4th quarter. On the expense side, we are holding our own due to savings from our payroll furlough program, purchasing less goods for resale, less group payments, and this is our first year without Midwest Marketing expenses. Utilities are down \$125,000 for the year because we had shut down as much of the building as we could to save costs. We are projecting some larger negative cash flows into Q4. We will keep a close eye as always and continue working with City Finance as we move forward. Kraemer stated that LNI Volleyball has cancelled and they were looking at dates to reschedule in January or February, which we don't have available. Tim Johnson mentioned that international and senior travel is down. He feels the Hills are performing better than Rapid City. The Board accepts this as information.

Mike Diedrich entered the meeting via teleconference at 8:30 am.

Executive Director's Update

Baltzer said we are looking ahead at booking events, but we continue losing some events also. The school events continue to be a concern. We have landed a big event that we will announce soon, and are working on locking in concerts as we are seeing a change in the industry. The industry is targeting this part of the country so we feel we will have luck in those discussions. Heitsch mentioned that the recent events such as the Youth Hunting Banquet Saturday had a good crowd and we were able to provide opportunities for social distancing. Our Food & Beverage department did a great job and the

event went off well. We are hoping that covid numbers stay manageable and people are finding ways to feel comfortable. It has been a long recovery and some good things are happening.

Baltzer also mentioned that Elevate RC has vacated their space next to the Administration Office. This has provided us an opportunity to allow us to think differently by bringing our staff together. Elevate has offered us their furnishings such as partitions, tables, and desks at a great price that we plan to accept. Due to our cash flow, we will be doing only some temporary changes now, and down the road will be moving walls allowing us to open up some areas to rent.

Baltzer said this is a big week for the new arena. The architect will be in town and there will be a budget meeting tomorrow. The main focus will be our path to get more of our add alternates into the project. Discussion will also involve how the project is going and what to expect. Baltzer wanted to remind those present that they are welcome to join us any Wednesday at 1:30pm for a tour of the site.

Estes asked when the new arena budget meetings are. Baltzer said tomorrow at 8:30am where Estes replied that he plans to attend. Diedrich asked if we are expecting any surprises with the Mayor's budget related to the Civic Center and if the interdepartmental charges have been addressed. Heitsch said those charges are the same numbers brought forward in April, but there is discussion still ongoing. Baltzer said he would get back to Diedrich after the meeting if any concerns. Doyle mentioned interdepartmental charges will be handled separate from the regular budget. Diedrich was satisfied with the explanation. Baltzer also discussed the covid money the City has received from the State. The Civic Center has been tracking all our expenses and lost revenue.

Miscellaneous

None

There being no further business, motion was made by Doyle and seconded by Estes **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 8:45 a.m.

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

Pat Koerlin, Accounting Clerk

Date