

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
TUESDAY, SEPTEMBER 8, 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 and Tim Johnson, and via tele-conference: Charity Doyle. 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 were City Council Representative, Greg Strommen; RPCC Director of Food Services, Ryan Knutson; RPCC Food Service Manager, Nathan Forsyth; and via tele-conference: RC Journal, Kent Bush; and Assistant City Attorney, Jess Rogers.

After review of the meeting agenda, motion was made by Estes and seconded 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 August 25, 2020, meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2020 Bill List for September 8, 2020, was audited.

ACE HARDWARE-EAST	10.07
ADAMS ISC	211.28
ALSCO INC	18.92
AMAZON CAPITAL SERVICES	20.99
BORDER STATES ELECTRIC SUPPLY	110.21
BOUND TREE MEDICAL INC	162.32
BROWN'S SMALL ENGINE REPAIR	44.44
CARQUEST AUTO PARTS	48.41
CASH-WA DISTRIBUTING COMPANY	791.46
CONTRACTORS INSULATION & DRYWALL SUPPLY INC	612.00
DAKOTA BATTERY/ELECTRIC	251.95
DIAMOND VOGEL PAINT CTR	115.52
HARVEYS LOCK SHOP INC	37.50
HILLYARD INC. / SIOUX FALLS	249.00
I SCREAM LLC	516.97
KATOM RESTAURANT SUPPLY	153.39
KNECHT HOME CENTER	48.89
MENARDS	12.83
NEBRASKA SALT & GRAIN CO	2236.11
NORTHWEST PIPE FITTINGS INC	77.93
PRAIRIE AUTO PARTS	262.17
RAPID CITY AREA SCHOOL DIST 51-4	97.14
RAPID CITY JOURNAL - ADVERTISING	182.78
RDO EQUIPMENT CO	277.99
RED WING SHOE STORE	203.99
RUNNINGS SUPPLY INC	99.96
SAFEWAY INC	39.52
SAM'S CLUB	294.43
SIMPSON'S PRINTING	1106.00
SYSCO MONTANA INC	4024.02
US FOODS	4889.42
US FOODS INC	1465.85
WALMART COMMUNITY	4.84

Motion was made by Estes and seconded by Johnson 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

Brown complimented Baltzer on his presentation at the Coffee With Planners event last week. Baltzer said it was a good group of people that were educated on the issues and asked good questions.

Baltzer began with a reminder to the Board inviting them on a walk thru of the construction site every Wednesdays at 1:30pm, or give a call to set up a time. The tour includes the upper levels where you get a good prospective on the project. The rakers are finishing up, the building is getting enclosed, some of the seating decks are going in, and the loading dock is taking shape. The project is moving along well and the weather this week should not have an effect. Baltzer is pleased with the progress.

Baltzer stated that he is meeting with civic center staff weekly regarding protocols. With the last few weeks showing an increase in South Dakota covid cases, as predicted, he is making sure all staff is diligent. We are working with events that are already scheduled and seeing some action in touring events for possibilities for bookings. In normal times, this would be the time of year we would be looking at opening acts for the new building. Companies such as Live Nation have reduced their staff and the representative for western South Dakota has not been named. Baltzer has been dealing with the national office at this time. They have not forgotten us, but the entire industry is operating slower than normal. Baltzer would expect things to start taking shape within the next few months. Bookings are going to be down this fall, but looking forward, he feels 2021 will be strong.

Brown asked how things are going with our staff as relates to Covid. Baltzer stated we have no current situations, and we are emphasizing wearing masks and keeping the areas clean so our customers feel comfortable. We are doing well.

Miscellaneous

Food and Beverage Mobile Ordering Platform –

Baltzer introduced our Director of Food Service, Ryan Knutson, and our Food Service Manager, Nathan Forsyth. Forsyth explained the Appetize Mobile Ordering Platform that we are interested in introducing at the Civic Center. This platform encourages social distancing, cuts down on customer lines, aids in the promotion of cashless transactions (all in an effort to prevent the spread of COVID), and provides the ability to easily market our concessions. Guests can order from their seats via their smartphones and the guest will be notified by text or email when their order is ready for pickup. With the Board's approval we plan to have the platform in place for all Ice Arena events beginning with Hockey in December. Estes asked if the system will remember their payment information. Forsyth stated the customer can set up an account if they want their information available for future orders. Payment will be placed at the time of the order and there will be a dedicated spot for pick up so guests do not have to wait in line. Estes asked if the existing Ice Arena stands will accommodate this program. Forsyth replied that it will just be a matter of adding hardware to the Appetize system we already have in place. We will designate a mobile pickup station to keep food hot and cold. Forsyth said the proposal from Appetize includes all licensing and hardware. We will need systems in back of each concession stand, which are supplied in the proposal, along with the platform licensing and KDS License. Hardware costs are \$3,838, Set up and Licensing is \$8,620.14, and additional equipment needed would be \$2,658 for a total of \$15,116.14. This does not include a product promotion Appetize is offering of a 6 months free trial for a savings of \$2,500.

The first part of November we hope to receive the hardware, and by December 1st go live where Appetize will supply support on hand to assist with the launch. The contract will renew each year at \$5,555 for license and web platform and two KDS systems. The key areas for use will be the Ice Arena and new arena, but the equipment is portable, so could be used in the Barnett if necessary. We have been using the KDS system since we installed Appetize with no problems per Forsyth. Baltzer stated that we have been looking at this system for a while due to the benefit of convenience and cutting down lines, but with Covid this will be a necessity. Heitsch mentioned that it will be beneficial to have this in place before the new arena is operational. Motion to **approve the Appetize Mobile Ordering System purchase in the**

amount of \$15,116.14 was made by Estes and seconded by Johnson. Upon vote being taken, the motion carried unanimously.

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 8:44 a.m.

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

Pat Koerlin, Accounting Clerk

Date